



2003 - 2004

**The Nonfiscal Surveys of the
Common Core of Data**

**School Universe Survey
Agency Universe Survey**

Software Manual

February 17, 2004

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1.0 Introduction to the Common Core of Data Surveys

1.1 Survey Background

The National Center for Education Statistics' (NCES) goal for the Common Core of Data (CCD) is to provide a comprehensive and timely national statistical database of all public elementary and secondary schools, education agencies, and programs. This database is to be comparable across all states and territories.

The purpose of the CCD is to collect basic statistical information on all children in this country receiving a free education from prekindergarten through twelfth grade.

The CCD contains the following categories of information: identifying information and basic statistics. The identifying information includes names, addresses, and administrative information; basic statistics include numbers of students and staff, demographic information on students and staff, high school completion rates, and student dropout data. The CCD is maintained in three separate, but linked, data sets: public elementary and secondary schools, local education agencies, and states.

The primary objectives of the CCD are to maintain:

Official listings of public elementary and secondary schools and education agencies in this country;

Basic information and descriptive statistics of the schools and agencies.

1.2 Survey Frequency and Data Collection

The three Nonfiscal Surveys of the Common Core of Data: Public Elementary/Secondary School Universe Survey; Local Education Agency (School District) Universe Survey; and State Nonfiscal Public Elementary/Secondary Education Survey are conducted annually.

1.3 Data Products

The surveys provide nested information. The data in the school universe are reflected in the agency universe, and the school and agency universe data are reflected in the state aggregate surveys. The counts in all three surveys may not be equal, but the differences should be consistent and explanations should be provided.

1.4 Contacts

The following persons can be contacted for information on the CCD surveys. Dell Gray, Julia Naum, Jane Thomas or Terri Kennerly can provide help with informational content and survey submission process inquiries. If you prefer to explain your problem in writing and have someone call you, send e-mail to:

govs.ccd@census.gov

Dell Gray, Julia Naum, Jane Thomas and Terri Kennerly can be reached at the following telephone numbers:

1-800-451-6236

1-866-394-0138 (FAX)

2.0 Getting Started

2.1 Hardware Requirements

IBM Compatible Personal Computer (Pentium recommended) with:

Windows95 or newer

16 Meg of RAM recommended

5 MB software, 10 -100 MB data

Super VGA monitor or better @ 800 X 600 or higher resolution

If you are unsure of your system setup, please consult your technical support, or contact the Census Bureau staff listed in this manual.

2.2 Internet Requirements

Access to the Internet for downloading/uploading
Recent Browser (i.e., Internet Explorer 4.01 + or Netscape 3 +)

3.0 CCD Software Installation

3.1 Downloading Software

The CCD Software is available for downloading from the Internet at the Census Bureau's Web site.

<http://www.census.gov/govs/www/ccd.html>

Under the Data Collection Software section, download the following items:

- Full software installation
- Your state's data file

If your Web browser gives you the option of binary or ASCII downloads, choose binary. If the browser asks whether to *Open it* or *Save to Disk*, choose *Save to Disk*.

If you have previously installed the CCD software version 2.03 or later, you do not have to perform the full software installation. Instead, you may download and install the software upgrade package.

NOTE: If you need assistance using the Internet, consult either your technical support staff or email CCD staff at govs.ccd@census.gov or phone 1-800-451-6236.

3.2 Installing the CCD Software

Be sure to read the instructions for how to download and install the software. These are summarized below. Announcements will tell you the release date of the software and give information on recent modifications.

NOTE: The CCD Software is to be used only for reporting school and agency data. The Web form should be used for reporting State Nonfiscal data.

1. Uninstall the previous version of the CCD software.

Open the Control Panel. (Start | Settings | Control Panel).
Double-click the Add/Remove Programs icon.
Select CCD from the list.
Click the Add/Remove button.
Click the Yes button to remove the old software.
Click the Remove None when prompted about uninstalling shared files.
NOTE: Your local technical support staff can provide assistance with this.

2. Install the software

IMPORTANT - If your computer is running Windows NT or 2000 or XP, the installer **MUST** have administrative rights. If you do not have administrative rights, have CCD installed by your technical support staff. Also, you should close all other applications before installing CCD.

From Windows Explorer, select the directory containing the downloaded files.

Double-click on *CCDINSTALL.EXE*.

Click on the **Setup** button.

The Setup application will state *Copying Files, please stand by*.

Once all files are copied, you will get a message stating: *Welcome to the CCD Installation program. Setup cannot install system files or update shared files if they are in use. Before proceeding, we recommend that you close any applications you may be running.*

Choose **OK** to continue Setup.

By default, CCD Setup will install the software in *C:\Program Files\ccd*. You have the option of overriding this default directory but it is recommended that you **DO NOT**. If you opt to change the default location, you **MUST** use the same location when installing your state data file.

Click on the computer button to install the CCD software.

A message stating: *Installing Data Access Components* will appear while these components are installed.

Once the Data Access Components are installed, the CCD setup will continue.

You may get one or more Version Conflict boxes stating: *A file being copied is older than the file currently on your system. It is recommended that you keep your existing file.... Do you want to keep this file?* ALWAYS respond YES to this question.

Finally, this message is displayed: *CCD setup was completed successfully.*

Click **OK**.

At this point setup is complete, but you must complete the next step before using the CCD software.

4. Install the state data file.

From Windows Explorer, select the directory containing the downloaded files.

Double-click on *CCDxxMDB.EXE*.

xx = Your state's abbreviation

If you did not install CCD in *C:\Program Files\ccd*, please change the *Unzip To Folder* to the correct location.

4.0 Importing Data Files

4.1 General Guidelines

Multiple files can be imported and appended to data already imported. The data fields must be in the record positions as specified in the CCD manual. See Appendix A for the record formats.

In text fields most values (alphabetic or numeric) are accepted. In numeric fields, however, most non-numeric values are imported as "?" (For example, importing an alphabetic value in a field expecting numeric values, such as the phone number field).

Due to the conversions listed below, negative data is not allowed in a numeric field. Please call or email the CCD staff if you have this type of situation.

In numeric data fields the following conversions are made during the import operation:

1. Missing (M) data are converted to "-1".

2. Not applicable (N) data are converted to "-2".
3. Blank data are converted to "-3".
4. Data that cannot be imported (such as numeric data too large for the data field) will be imported as "-4".

You can use these conversions instead of " M", " N", or " blank" in your import file if you choose to.

4.2 Text Files

Fixed length text files for school and agency data can be imported in the software. Text files must be in either the long, multiple, or single field record format (see Appendix A).

4.3 Excel Files

Excel files cannot be directly imported into the CCD software. You must first run the data in your spreadsheet(s) through the CCD spreadsheet formatting macro found in *ExportSchAgnMacro.xls*. The macro checks and reformats the spreadsheet(s) and then exports the data to a multiple format text file, which can then be imported into the CCD software.

Excel files must be in multiple record format before using the spreadsheet formatting macro.

The *ExportSchAgnMacro.xls* file is included in the full installation package and is also included in the upgrade package. It can also be downloaded separately from the Census CCD website.

To run the macro, please do the following:

1. Open *ExportSchAgnMacro.xls*



Select **Enable Macros**

2. Open your state's Excel file

From the Menu bar select **Tools** and then **Macros**. One macro will be displayed called: **Process_Data**. Select this macro and then select **Run**. A series of message boxes will lead you through the rest of the steps. The macro will indicate any problems that prevent it from exporting a text file.

4.4 Access Database

Access tables can be imported into the software. The tables must in the multiple or single field record format. You can download an empty template of the Access Database multiple format from the Census CCD website.

4.5 Reviewing the Import Report

Be sure to review the Import Report after importing your data. If you have many import errors, correct your import file, and re-import the data. Errors in the following fields must be corrected in the import file:

LEAID
STID
SCHNO
SEASCH
Agency Name

5.0 Software Screens

5.1 List of Software Processing Steps - the CCD Software works as follows:

Respondent selects the state software database.

Respondent imports school/agency data.

Respondent reviews the Import report. Respondent makes any necessary corrections to the import file(s), and then re-imports the data file(s).

Respondent runs the Universe Match routines:

CY to PY - Agencies

CY to PY - Schools

Agency to School

Respondent reviews the Match report. Respondent makes any necessary corrections. Most match corrections can be made to individual records through a series of interactive messages boxes. However, certain types of critical match problems must be corrected in your import file(s). If corrections are made to the import file(s), the file(s) must be re-imported.

Respondent runs the Edit check routines:

CY - Agencies

CY to PY - Agencies

CY - Schools

CY to PY - Schools

Agencies to Schools

Respondent reviews the edit report. Respondent makes any necessary corrections.

Most edit corrections can be made to individual records using the View/Update Agency or School routines. Please note that the following fields cannot be updated in the View/Update routine: LEAID, SCHNO, STID, SEASCH. Corrections to these fields must be made in your import file(s). If corrections are made in the import file(s), the import file(s) must be re-imported.

Respondent reviews the Agency and School Summary reports.

Respondent exports the data from the software using the Export for

Submission routine. The name of the text file that is exported is:

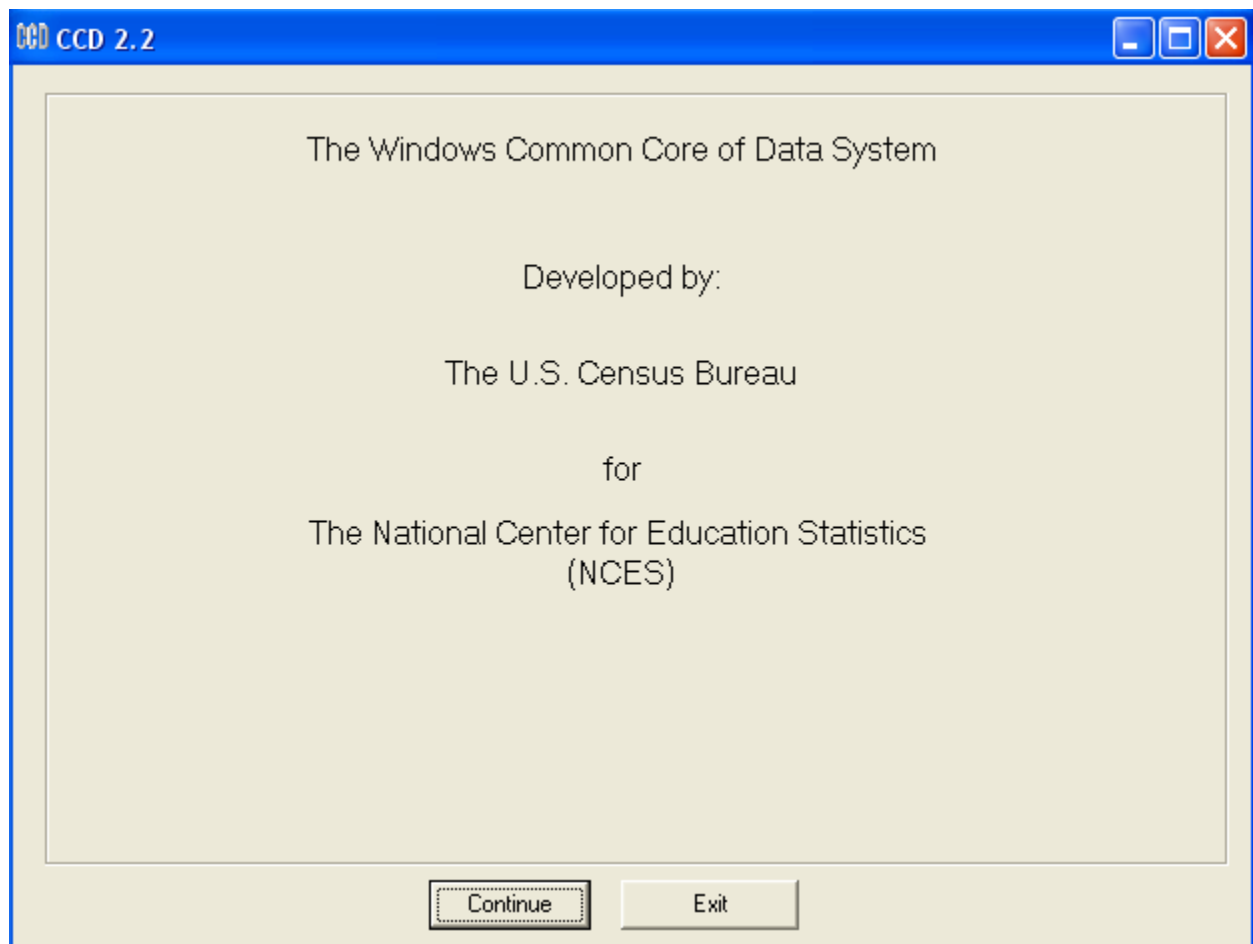
xxSchAndAgn.txt
xx = state abbreviation

Do not change the name of the file that is exported.

Respondent compacts the software database. Select the Utilities button on the Main Menu and then select the Compact Database routine.

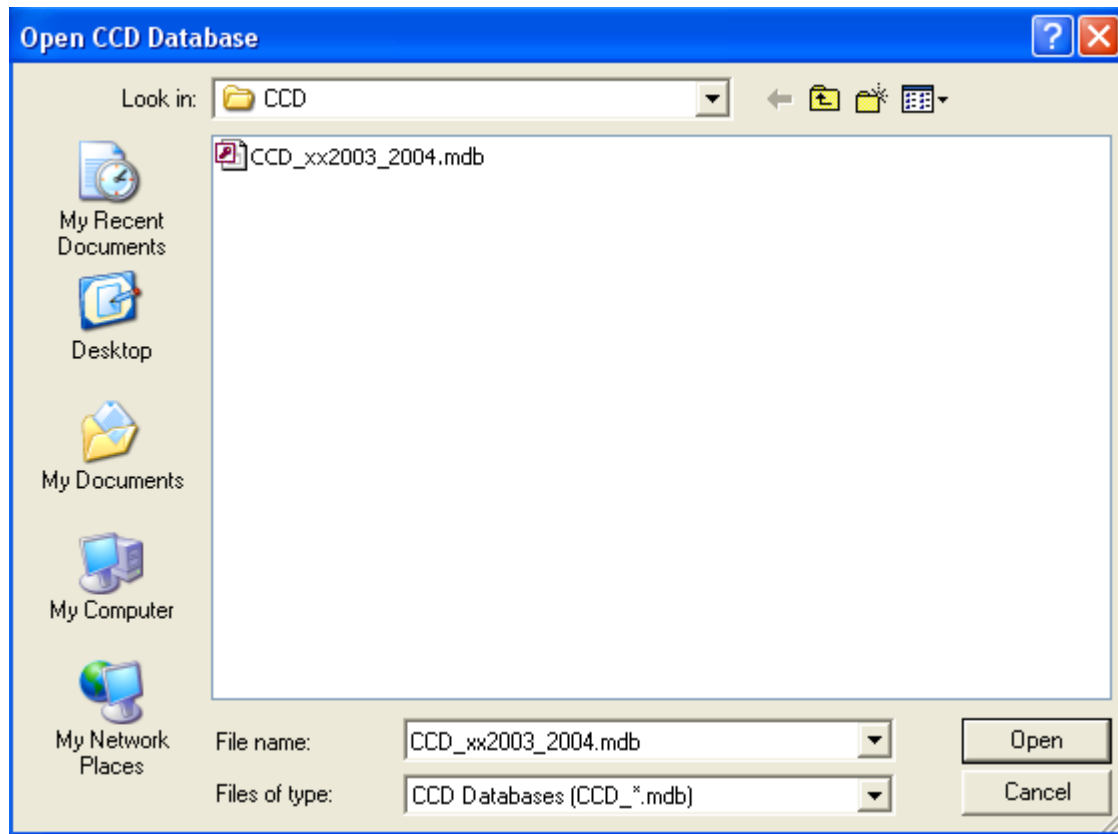
Respondent sends the exported text file (xxSchAndAgn.txt) to the Census Bureau via email or FTP.

5.2 CCD Entrance Screen



Press **Continue** button or **ENTER** to access the next CCD Software screen.

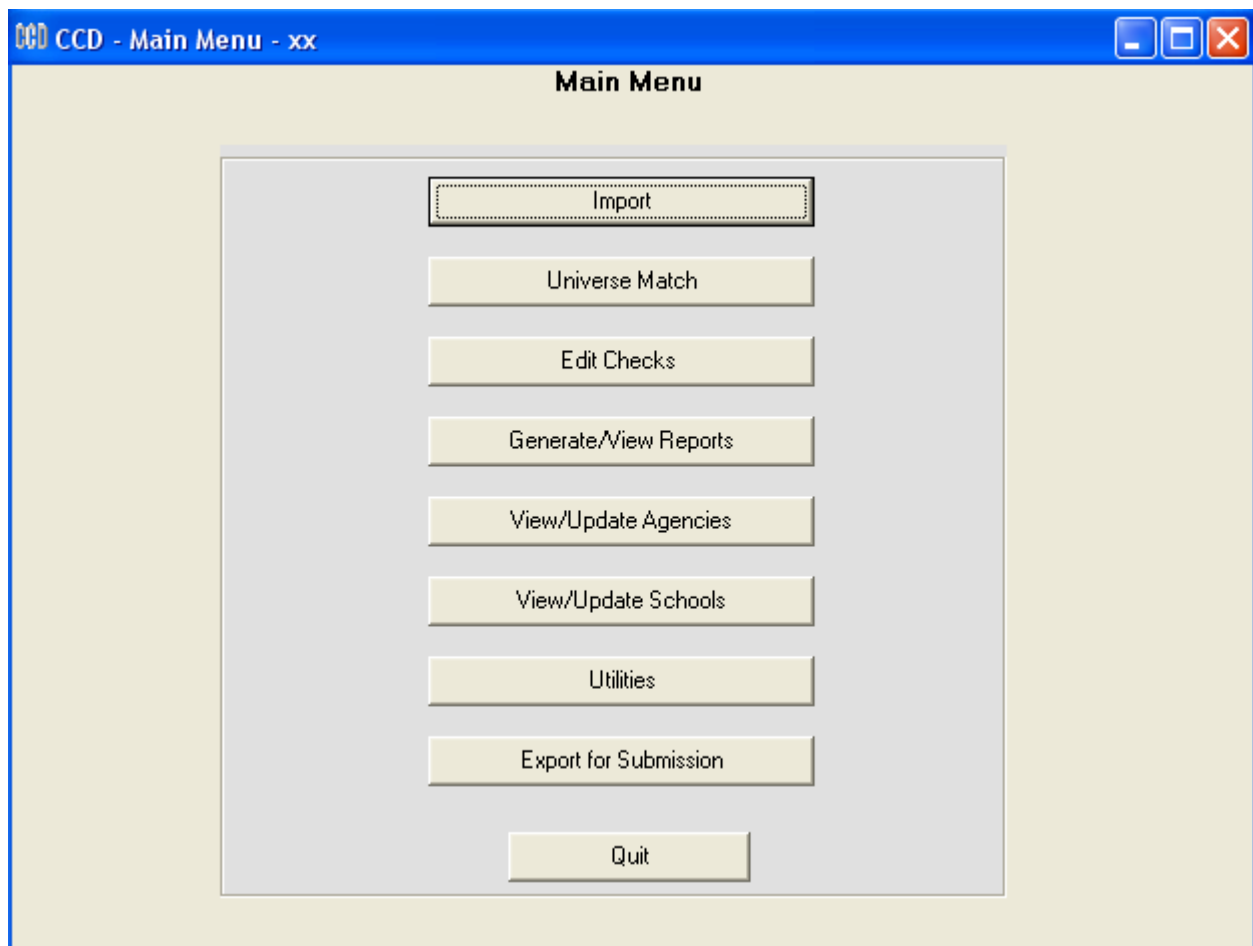
Press **Exit** button to terminate the CCD Software.

Select State Database Screen

Select your state's database. Press **Open** button or **ENTER** to access the file.

Press **Cancel** button to return to the previous screen.

5.3 Main Menu Screen



The main menu's options provide direct access to all the major functions. The user can import their state's current school/agency files; match prior year to current year files; match agency to school files; perform cy/py agency/school edits; generate or view reports; view/update agency and school records; and export the data.

Generally, the buttons should be selected in the order that they appear on the menu.

Press **Import** button to import agency and/or school files into the CCD Software.

Press **Universe Match** button to match current year files to prior year files, match ID records to staff or grade records, and match agencies to schools, and assign NCES ID numbers.

Press **Edit Checks** button to run the edits for the agency and school data.

Press **Generate/View Reports** button to produce import, match, summary or edit reports.

Press **View/Update Agencies** button to view or correct individual CCD agency records.

Press **View/Update Schools** button to view or correct individual CCD school records.

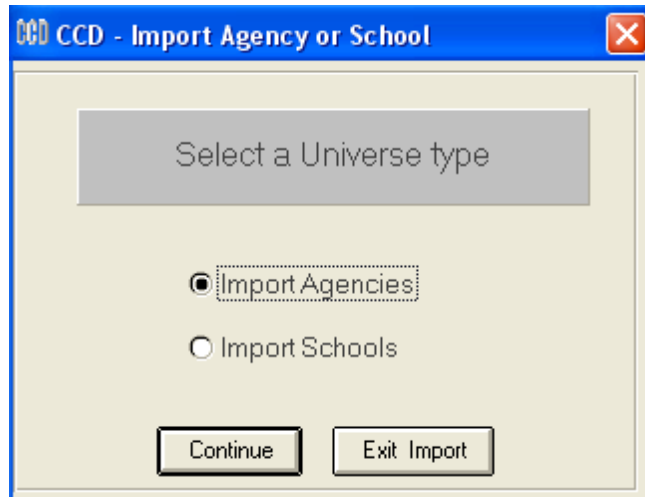
Press **Utilities** button to perform various functions to the files.

Press **Export for Submission** button to prepare the file for data submission to the Census Bureau.

Press **Quit** button to terminate the CCD Software.

5.4 Import Option Screens

Import Agency or School Screen

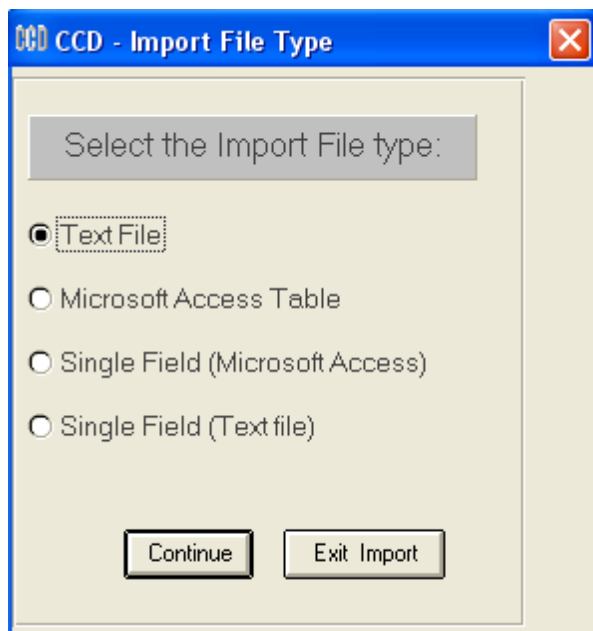


Select either the **Import Agencies** or the **Import Schools** option.

Press **Continue** or **Enter** to go to the next screen.

Press **Exit Import** to exit the Import option and return to the Main Menu.

Select the type of file being imported.

Select the Import File Type Screen

Select **Text file** to import long or multiple record files. The data can be in one or many text files. More than one file can be selected at the same time and imported one after the other. Make sure that only agency files are selected for the agency import, and likewise for the school import.

Select **Microsoft Access Table** to import Access tables from an Access Database. You will then be asked which tables you want to import. Select only agency tables for the agency import, and likewise for the school import.

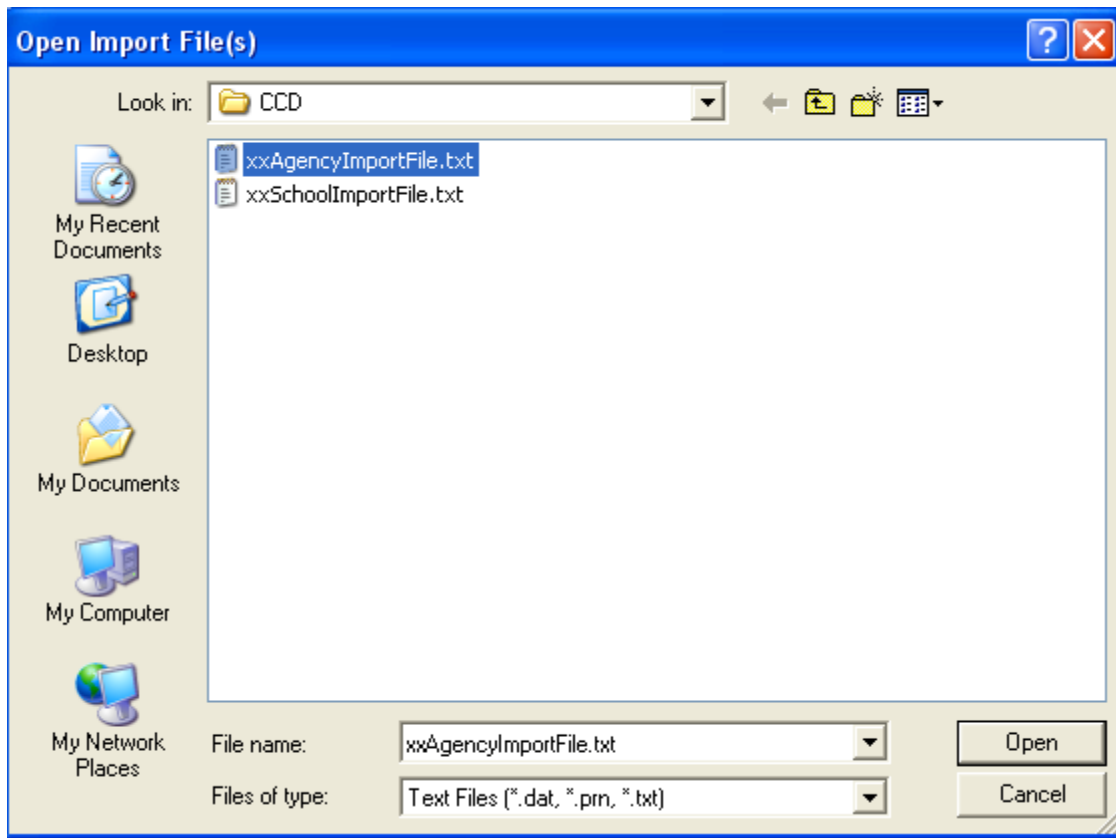
Select **Single Field (Microsoft Access)** to import Access tables from an Access Database that are in the single field format. The data can be in one or many tables. See Appendix A-5 for the format.

Select **Single Field (Text file)** to import text file(s) that are in the single field format. The data can be in one or many text files. See Appendix A-5 for the format.

Press Continue or Enter to import selected file.

Press **Exit Import** to exit the Import option and return to the Main Menu.

Import File Screen

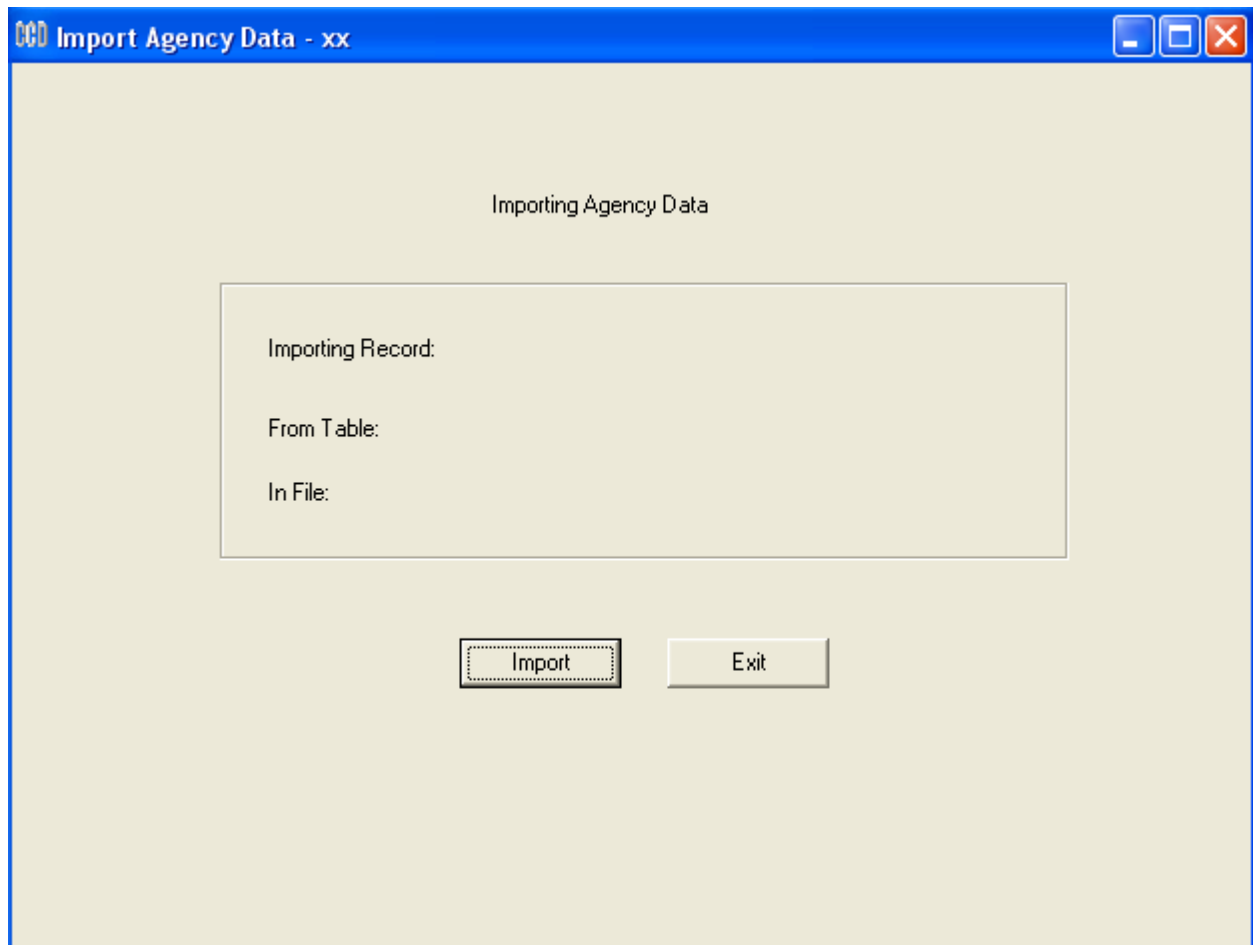


Select the location of the file(s) being imported.

Select the file(s) to import. If you want to select more than one file to import, hold down the **Ctrl** key as you select the files.

Press **Open** or **Enter** to import selected file(s).

Press **Cancel** to return to the previous screen.

Importing Agency/School Data Screen

Import Agency Data - xx

Importing Agency Data

Importing Record:

From Table:

In File:

Import Exit

Press **Import** or **Enter** to import the file(s).

Press **Exit** to return to Select a Universe Type screen.

If you are importing data again, a message box will ask about the data you are re-importing. A message box will appear for each of the table types in that Universe.

The Agency Universe has 3 table types that contain the following fields:

AGENCYID - LEAID, STID, NAME, PHONE, MSTREE, MCITY, MSTATE, MZIP, MZIP4, LSTREE, LCITY, LSTATE, LZIP, LZIP4, AGTYP, UNION, CONAME, CONUM, BOUND, GSLO, GSHI, UG, PK12, MIGRNT, SPECED, ELL

AGENCYSTAFF - PKTCH, KGTCH, ELMTCH, SECTCH, UGTCH, TOTTCCH, AIDES, CORSUP, ELMGUI, SECGUI, TOTGUI, LIBSPE, LIBSUP, LEAADM, LEASUP, SCHADM, SCHSUP, STUSUP, OTHSUP

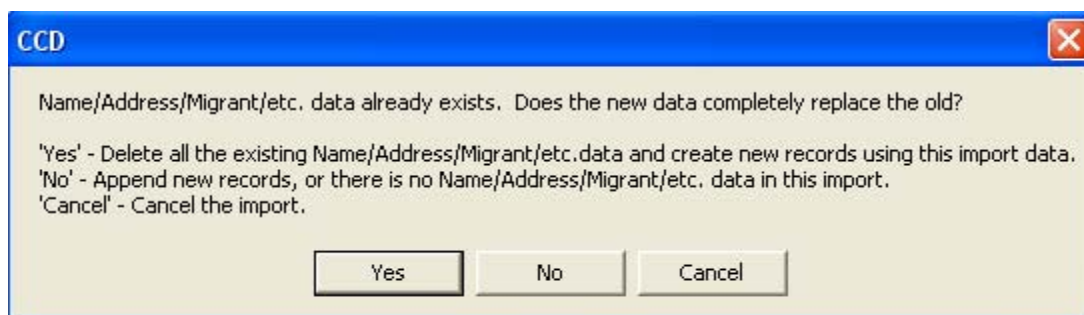
AGENCYGRADE - TOTDPL, and the race/gender fields,
TOTOHC, and the race/gender fields
TOTD07 - TOTD12, plus the race/gender fields

The School Universe has 2 table types that contain the following fields:

SCHID - LEAID, STID, SCHNO, SEASCH, LEANM, SCHNAM, PHONE, MSTREE, MCITY, MSTATE, MZIP, MZIP4, LSTREE, LCITY, LSTATE, LZIP, LZIP4, SCHTYP, STATUS, GSLO, GSHI, TITLEI, STITLI, MAGNET, CHARTR, FTE, FRELCH, REDLCH, FLE, MIGRNT

SCHGRADE - TOTPK - TOT12, TOTUG, TOTAL, and the race/gender fields

For example, if the data you are importing are contained in the AGENCYID table type, the following message box will appear:

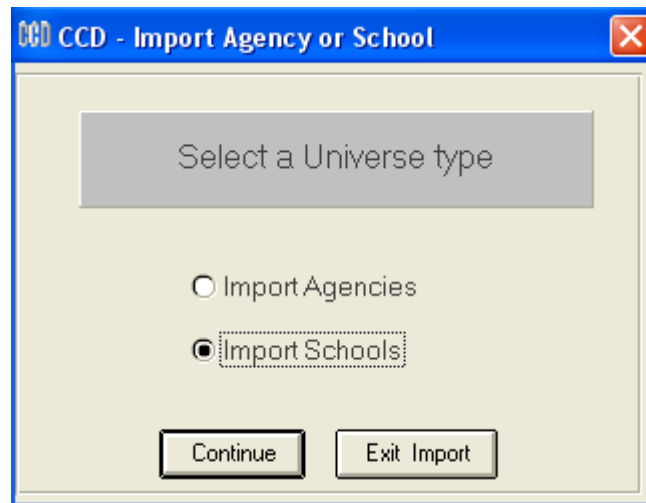


Press **Yes** if all existing data in that table type are to be deleted and replaced with what you are currently trying to import.

Press **No** if you would like to keep the existing data in this table type and are just appending new records. Also, select this option if what you are trying to import does not contain any data in this table type.

Press **Cancel** to cancel the Import and return to the Select Universe type screen.

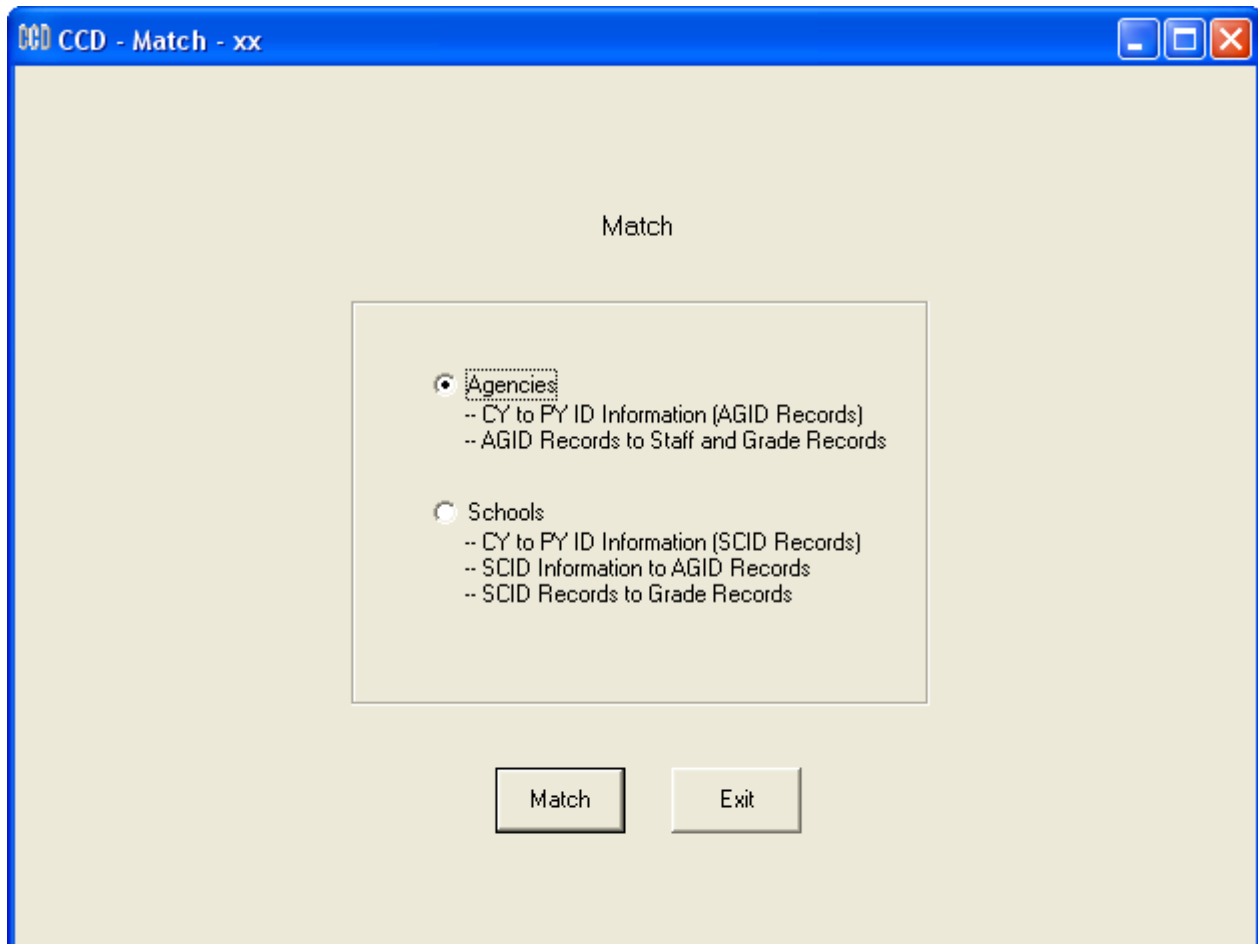
Once the file(s) have been imported, the file(s) are backed up. The Select a Universe Type screen is redisplayed.



Repeat all of the above import steps to import the school file(s). When finished successfully importing all school and agency data, press **Exit Import** to return to the Main Menu.

5.5 Universe Match Screens

Press **Universe Match** button on the Main Menu to display the Match option screen.



Select a match option. Note that the Agency match must be performed before the School match.

The Agency match does the following:

CY to PY AGID: Matches current year AGID records to the prior year AGID records on the NCES ID number, and checks for any universe or status code discrepancies. Note that NCES ID numbers are assigned to new, added, and future records during this step.

AGID Records to staff and Grade records: Matches current year AGID records to current year staff and grade records, and checks for any NCES ID or State ID discrepancies.

The School match does the following:

CY to PY SCID: Matches current year SCID records to prior year SCID records on the NCES ID number, and checks for any universe or status code discrepancies. Note that NCES ID numbers are assigned to new, added, and future records during this step.

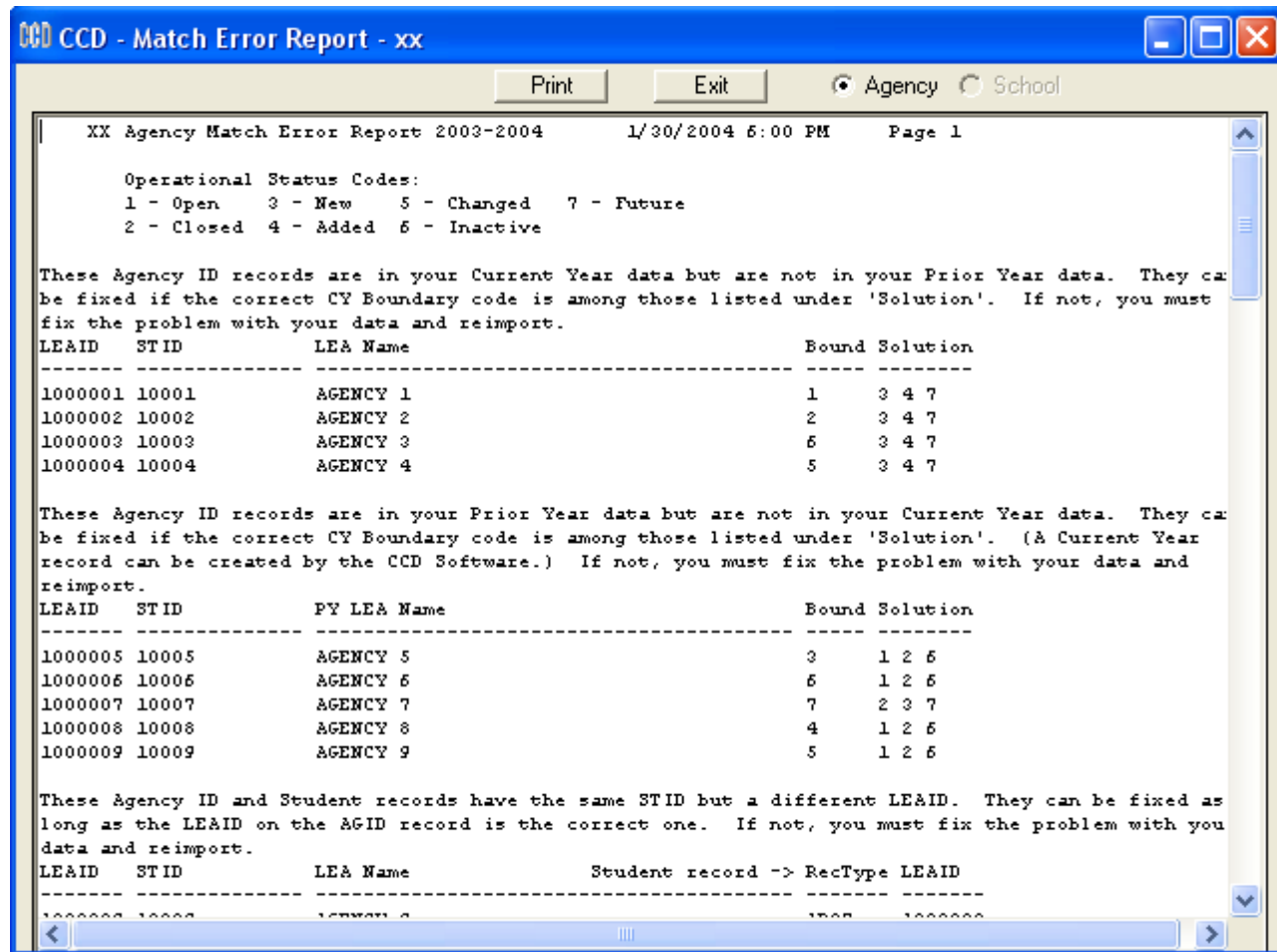
SCID to AGID: Matches current year SCID records to current year AGID records on NCES ID and State ID numbers, and checks to make sure that every school record can be linked to an agency record.

SCID Records to Grade records: Matches current year SCID records to current year grade records, and checks for any NCES ID or State ID discrepancies.

Press **Match** or **Enter** to perform selected match option.

Press **Exit** to exit the Universe Match option and return to the Main Menu.

When the match is finished, a report showing all match problems will be displayed.



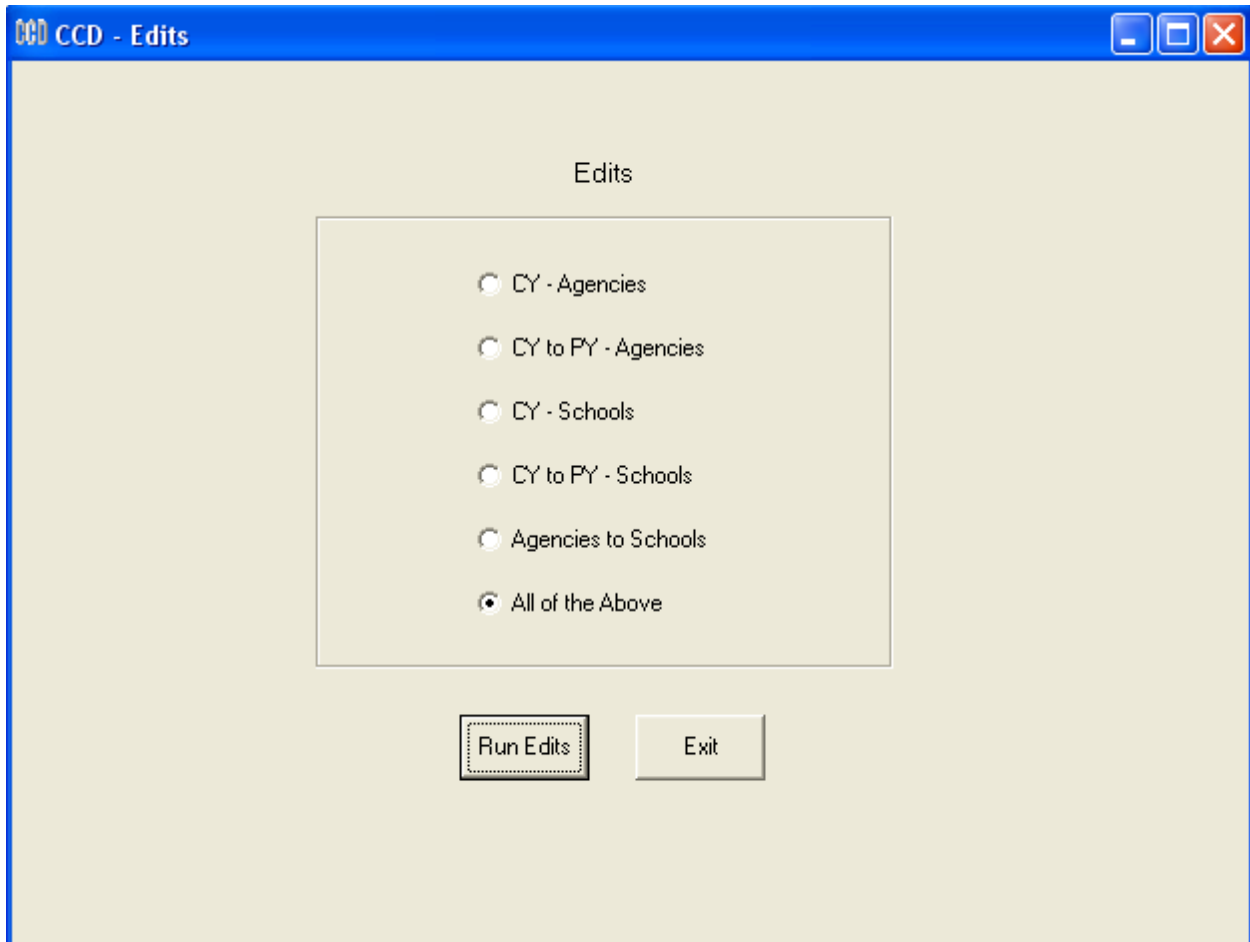
The report may contain several lists, depending on the type of match problem.

- Records in the current year file but not in the prior year file
- Records in the prior year file, but not in the current year
- Records in the current year file and prior year file with a current year status code discrepancy
- Records in the school file that did not match to the agency file (listed in the school match report).
- Records in the current year that show an NCES ID or State ID number discrepancy in the staff or grade records

All match corrections must be made to your import data file. The file must be re-imported, and the match re-run. All match problems must be corrected before running the Edit report.

5.6 Edit Check Screens

Press **Edit Check** button on the Main Menu to display the Edit Check option screen.



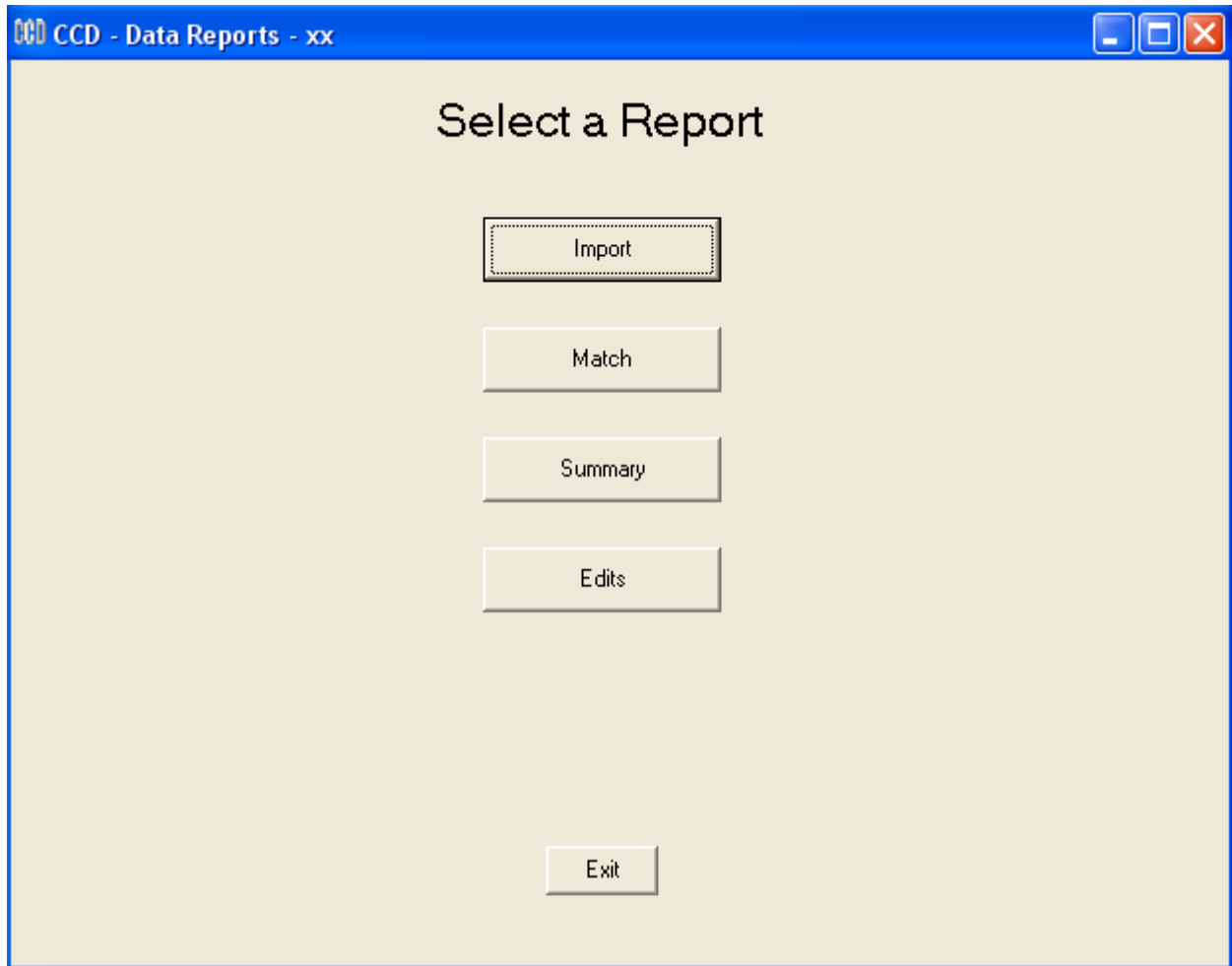
Select the types of edits to be run and press the **Run Edits** button. Each time the edits are run, the existing edit report is cleared out and a new edit report is created.

Please note that all match problems (see section 5.5) must be resolved before running the edits, and all edits must be run before exporting the data.

Press **Exit** to exit the Edits option and return to the Main Menu.

5.7 Generate/View Reports Screens

Press **Generate/View Reports** button on the Main Menu to review the import, match, summary and edit reports.



Select a Report Screen

Press **Import** button to display the Import report.

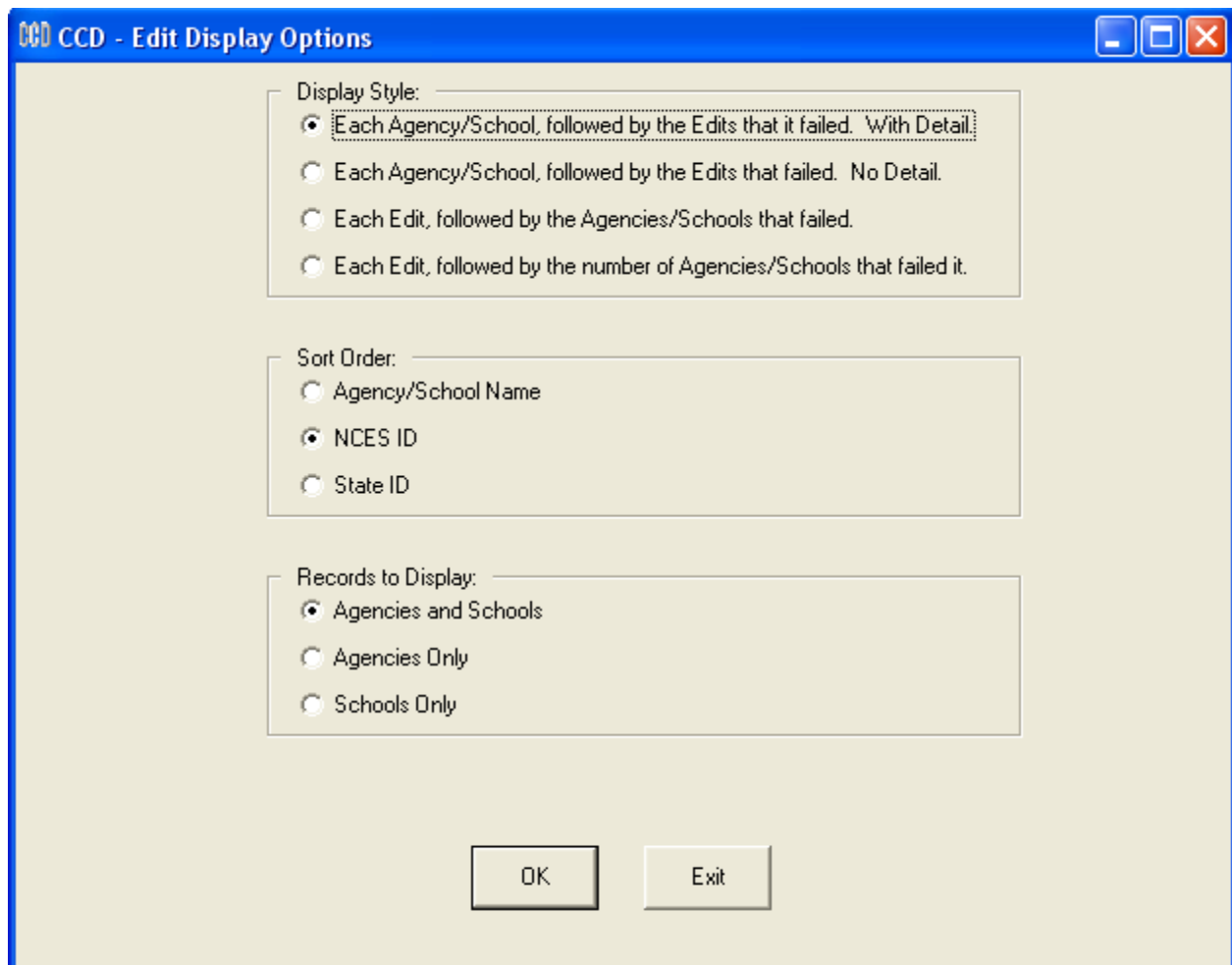
Press **Match** button to display the Match report.

Press **Summary** button to display the Agency and School Summary reports.

Press **Edits** button to display the Edit report screen.

Edits Display Options Screen

The edit report can be displayed and sorted in different ways. Use the radio buttons to select the display and sort of the report.

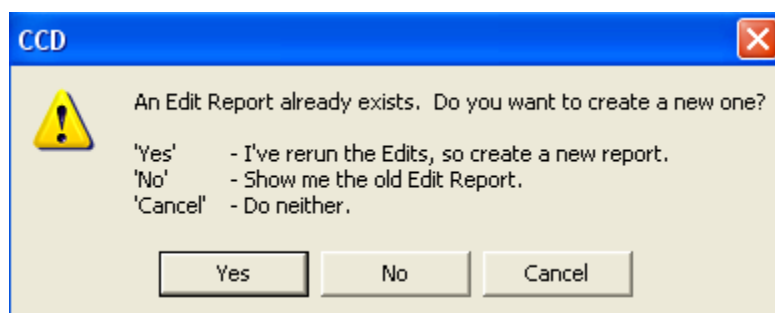


The screenshot shows a Windows-style dialog box titled "CCD - Edit Display Options". It has a blue title bar with standard minimize, maximize, and close buttons. The dialog is divided into three sections, each with a label and a group box containing radio buttons:

- Display Style:**
 - ☒ Each Agency/School, followed by the Edits that it failed. With Detail.
 - ☐ Each Agency/School, followed by the Edits that failed. No Detail.
 - ☐ Each Edit, followed by the Agencies/Schools that failed.
 - ☐ Each Edit, followed by the number of Agencies/Schools that failed it.
- Sort Order:**
 - ☐ Agency/School Name
 - ☒ NCES ID
 - ☐ State ID
- Records to Display:**
 - ☒ Agencies and Schools
 - ☐ Agencies Only
 - ☐ Schools Only

At the bottom of the dialog are two buttons: "OK" and "Exit".

If an edit report already exists, the following message is displayed:



The screenshot shows a warning dialog box titled "CCD". It has a blue title bar with a close button. On the left is a yellow warning triangle icon. The text inside the dialog reads:

An Edit Report already exists. Do you want to create a new one?

Below this text is a list of options:

- 'Yes' - I've rerun the Edits, so create a new report.
- 'No' - Show me the old Edit Report.
- 'Cancel' - Do neither.

At the bottom are three buttons: "Yes", "No", and "Cancel".

After selecting the appropriate button, the edit report is displayed:

1/30/2004 6:26 PM 2003-2004 CCD Edit Report for xx Page 1
Sorted by LEAID and Edit

=====

NCES ID: 1000001 AGENCY 1 - Agency
State ID: 10001

TOTTC is not equal to the Sum of its Detail

TOTTC	46.4
Sum of Detail	46.0

AOHC TOT- has data but PY entire state reported N

Current Year	0
--------------	---

=====

NCES ID: 1000001 00001 ELEMENTARY SCHOOL 1
State ID: 10001 0001

SGUG has duplicate records based on LEAID/SCHNO
SGAL has duplicate records based on LEAID/SCHNO
SGKC has duplicate records based on LEAID/SCHNO
SG01 has duplicate records based on LEAID/SCHNO
SG02 has duplicate records based on LEAID/SCHNO
SG03 has duplicate records based on LEAID/SCHNO
SG04 has duplicate records based on LEAID/SCHNO
SG05 has duplicate records based on LEAID/SCHNO
SG06 has duplicate records based on LEAID/SCHNO
SGUG has duplicate records based on STID/SEASCH
SGAL has duplicate records based on STID/SEASCH

The report can be saved and printed. You may also type notes on the report. When exiting the report, the following message is displayed.

CCD

Do you need to save your annotations?

Yes No

You are then returned to the Edit Display Options Screen. Select another edit report to generate or select **Exit** to return to the Select Another Report, then select **Exit** to return to the Main Menu.

5.8 View/Update Agency Screens

Press **View/Update Agency** button to display individual agency and/or school record screens for data review or correction.

General Agency Information Screen - Page 1

CCD CCD - View/Update Agencies - xx Page 1

Agency: AGENCY NUMBER 1 LEAD: 1000000 STID: 0000001

Mailing Address:

Street: 111 AGENCY DRIVE
 City: BIG CITY
 State: XX
 Zip Code: 12345 - 6789
 Phone: (123)456-7890

Location Address:

Street: 111 AGENCY DRIVE
 City: BIG CITY
 State: XX
 Zip Code: 12345 - 6789
 County: BIG COUNTY

Agency Type Code: 1 FIPS County Code: 12345 Grade Span Low: PK
 Union ID Number: 0 Operational Status Code: 1 Grade Span High: 12

Students:

Ungraded: 0 Special Education - IEP: 0 Migrant: 0
 PK-12: 0 English Language Learners: 0

Reported Totals

TotTch:	TotDipl:	TotOHC:	TotDO7:	TotDO8:	TotDO9:	TotDO10:	TotDO11:	TotDO12:
316.9	272	2	0	0	4	8	21	19

Save Work Cancel Changes Previous Page Next Page Assoc. Schools Exit

The following list contains information on navigating and making corrections in the agency or school View/Update screens.

Use the **TAB** or **Enter** key to move from data cell to data cell.

The arrow keys navigate within a data field. Use **Shift TAB** to backup to the previous data field.

Press **Save Work** to save revisions/corrections made to data cells.

Press **Cancel Changes** to cancel revisions/corrections to data cells on the current screen. The screen redisplay the original data.

Press **Previous Page** to move back to a previous data screen within an agency/school.

Press **Next Page** to move forward to another data screen within an agency/school.

Press | < for the Software to access the first record in the file.

Press < for the Software to access the previous record in the file.

Press > for the Software to access the next record in the file.

Press > | for the Software to access the last record in the file.

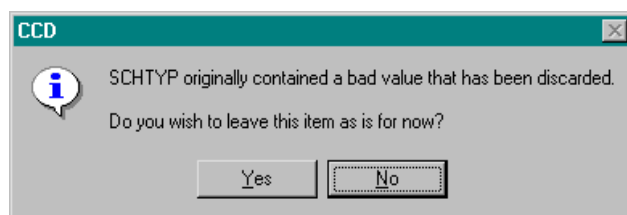
On the agency screen, press **Assoc Schools** to display state schools associated with that agency. On the school screen, press **Hide Schools** to return to the agency associated with the school. Press **Exit** to return to the Main Menu.

The following are general instructions for making data corrections:

Individual entries can be adjusted by placing the cursor on a cell and entering corrected data.

Many of the data fields have field edits, such that data out of range is not allowed. The cursor cannot be moved off of the field until the invalid data value has been changed.

Some data values are allowed to be overwritten. A message appears asking if you want to leave the current value.



Missing, not applicable, or blank values in numeric fields use the following conversions:

1. Enter "-1" to denote "M" or missing data. A value is expected, but no value is measured.

2. Enter "-2" to denote "N" or not applicable data. A value is neither expected, nor measured.
3. Enter "-3" to denote "blank".

No other negative values are allowed in the data fields.

Please note that if BOUND on the agency file or STATUS on the school file are changed, the Match must be run. Any match problems must be resolved before running the edits.

Agency Staff Information Screen - Page 2

CCD - View/Update Agencies - xx Page 2

ID: Agency: LEAID: STID:

STAFF:

Prekindergarten Teachers:	<input type="text" value="12345"/>	Elementary Guidance Counselors:	<input type="text" value="7.2"/>
Kindergarten Teachers:	<input type="text" value="8"/>	Secondary Guidance Counselors:	<input type="text" value="9.9"/>
Elementary Teachers:	<input type="text" value="155.9"/>	Total Guidance Counselors:	<input type="text" value="20.1"/>
Secondary Teachers:	<input type="text" value="0"/>	Librarians/Media Specialists:	<input type="text" value="7.2"/>
Teachers of Ungraded Classes:	<input type="text" value="3.5"/>	Library/Media Support Staff:	<input type="text" value="2.7"/>
Total FTE Teachers:	<input type="text" value="316.9"/>		
Instructional Aides:	<input type="text" value="71.6"/>	LEA Administrators:	<input type="text" value="8"/>
Instructional Coordinators and Supervisors:	<input type="text" value="6"/>	LEA Administrative Support Staff:	<input type="text" value="13.4"/>
		School Administrators:	<input type="text" value="16.7"/>
		School Administrative Support Staff:	<input type="text" value="23.8"/>
		Student Support Services Staff:	<input type="text" value="24"/>
		All Other Support Staff:	<input type="text" value="0"/>

Agency Diploma Recipients Information Screen - Page 3

CCD CCD - View/Update Agencies - xx

ID

Agency: AGENCY NUMBER 1 LEAID: 1000000 STID: 0000001

Page 3

Diploma Recipients

Reported Total:	272	Black, not Hispanic - Male:	2
		Black, not Hispanic - Female:	1
		Black, not Hispanic - Gender Unknown:	0
American Indian/Alaskan Native - Male:	1	Hispanic - Male:	13
American Indian/Alaskan Native - Female:	1	Hispanic - Female:	14
American Indian/Alaskan Native - Gender Unknown:	0	Hispanic - Gender Unknown:	0
Asian/Pacific Islander - Male:	0	White, not Hispanic - Male:	98
Asian/Pacific Islander - Female:	2	White, not Hispanic - Female:	140
Asian/Pacific Islander - Gender Unknown:	0	White, not Hispanic - Gender Unknown:	0

Save Work Cancel Changes Previous Page Next Page

Assoc. Schools

Exit

Agency Other High School Completers Information Screen - Page 4

CCD - View/Update Agencies - xx Page 4

ID Page 4

Agency: AGENCY NUMBER 1 LEAID: 1000000 STID: 0000001

Other High School Completers

Reported Total:	<input type="text" value="2"/>	Black, not Hispanic - Male:	<input type="text" value="0"/>
		Black, not Hispanic - Female:	<input type="text" value="0"/>
		Black, not Hispanic - Gender Unknown:	<input type="text" value="0"/>
American Indian/Alaskan Native - Male:	<input type="text" value="0"/>	Hispanic - Male:	<input type="text" value="0"/>
American Indian/Alaskan Native - Female:	<input type="text" value="0"/>	Hispanic - Female:	<input type="text" value="0"/>
American Indian/Alaskan Native - Gender Unknown:	<input type="text" value="0"/>	Hispanic - Gender Unknown:	<input type="text" value="0"/>
Asian/Pacific Islander - Male:	<input type="text" value="0"/>	White, not Hispanic - Male:	<input type="text" value="2"/>
Asian/Pacific Islander - Female:	<input type="text" value="0"/>	White, not Hispanic - Female:	<input type="text" value="0"/>
Asian/Pacific Islander - Gender Unknown:	<input type="text" value="0"/>	White, not Hispanic - Gender Unknown:	<input type="text" value="0"/>

Save Work Cancel Changes Previous Page Next Page ◀ ▶ Assoc. Schools Exit

Agency 7th Grade Dropouts Information Screen - Page 5
(Repeated for Grades 8 - 12 Dropouts)

CCD CCD - View/Update Agencies - xx Page 5

ID Page 5

Agency: LEAID: STID:

7th Grade Dropouts

Reported Total:	<input type="text" value="0"/>	Black, not Hispanic - Male:	<input type="text" value="0"/>
		Black, not Hispanic - Female:	<input type="text" value="0"/>
		Black, not Hispanic - Gender Unknown:	<input type="text" value="0"/>
American Indian/Alaskan Native - Male:	<input type="text" value="0"/>	Hispanic - Male:	<input type="text" value="0"/>
American Indian/Alaskan Native - Female:	<input type="text" value="0"/>	Hispanic - Female:	<input type="text" value="0"/>
American Indian/Alaskan Native - Gender Unknown:	<input type="text" value="0"/>	Hispanic - Gender Unknown:	<input type="text" value="0"/>
Asian/Pacific Islander - Male:	<input type="text" value="0"/>	White, not Hispanic - Male:	<input type="text" value="0"/>
Asian/Pacific Islander - Female:	<input type="text" value="0"/>	White, not Hispanic - Female:	<input type="text" value="0"/>
Asian/Pacific Islander - Gender Unknown:	<input type="text" value="0"/>	White, not Hispanic - Gender Unknown:	<input type="text" value="0"/>

5.9 View/Update School Screens

Press **View/Update School** button to display individual school record screens for data review or correction.

For information on navigating and correcting data in the school screens, see section 5.8.

General School Information Screen - Page 1

CCD - View/Update Schools - xx															
School:	STID:	SEASCH:	LEAID:	SCHNO:											
SCHOOL NUMBER 1	0000001	8880001	1000000	00001											
Mailing Address:					Location Address:										
Agency:	AGENCY NUMBER 1		Phone:	(123)456-7777											
Street:	111 SCHOOL DRIVE		Street:	111 SCHOOL DRIVE											
City:	BIG CITY		City:	BIG CITY											
State:	XX		State:	XX											
Zip Code:	12345	-	6789	Zip Code:	12345	-	6789								
School Type:	?	Grade Span Low:	M	Title I School:	N	Magnet:	N								
Operational Status Code:	1	Grade Span High:	N	School Wide Title I:	N	Charter:	N								
Classroom Teachers:	-1	Free Lunch Eligible:	-1	Migrant Students:	-1										
		Reduced Lunch Eligible:	-1												
		Total Free and Reduced Lunch Eligible:	-1												
Reported Student Totals by Grade															
PK:	12	1:	-2	3:	34	5:	36	7:	-2	9:	-2	11:	-2	UG:	0
KG:	-2	2:	42	4:	22	6:	37	8:	-2	10:	-2	12:	-2	ALL:	111
<div> <div>Save Work</div> <div>Cancel Changes</div> <div>Previous Page</div> <div>Next Page</div> <div> <div>⏮</div> <div>⏪</div> <div>⏩</div> <div>⏭</div> </div> <div>Hide Schools</div> <div>Exit</div> </div>															

The buttons on the bottom work the same as on the agency screens.

School Prekindergarten Students Information Screen - Page 2

CCD CCD - View/Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Prekindergarten Students				
Reported Total:	12	Black, not Hispanic - Male:	-2	
		Black, not Hispanic - Female:	-2	
		Black, not Hispanic - Gender Unknown:	-2	
American Indian/Alaskan Native - Male:	-2	Hispanic - Male:	-2	
American Indian/Alaskan Native - Female:	-2	Hispanic - Female:	-2	
American Indian/Alaskan Native - Gender Unknown:	-2	Hispanic - Gender Unknown:	-2	
Asian/Pacific Islander - Male:	-2	White, not Hispanic - Male:	-2	
Asian/Pacific Islander - Female:	-2	White, not Hispanic - Female:	-2	
Asian/Pacific Islander - Gender Unknown:	-2	White, not Hispanic - Gender Unknown:	-2	
Save Work Cancel Changes Previous Page Next Page				
Exit				


School Kindergarten Students Information Screen - Page 3

CCD - View/Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Kindergarten Students				
Reported Total:	-2	Black, not Hispanic - Male:	-2	
		Black, not Hispanic - Female:	-2	
		Black, not Hispanic - Gender Unknown:	-2	
American Indian/Alaskan Native - Male:	-2	Hispanic - Male:	-2	
American Indian/Alaskan Native - Female:	-2	Hispanic - Female:	-2	
American Indian/Alaskan Native - Gender Unknown:	-2	Hispanic - Gender Unknown:	-2	
Asian/Pacific Islander - Male:	-2	White, not Hispanic - Male:	-2	
Asian/Pacific Islander - Female:	-2	White, not Hispanic - Female:	-2	
Asian/Pacific Islander - Gender Unknown:	-2	White, not Hispanic - Gender Unknown:	-2	
Save Work Cancel Changes Previous Page Next Page				
Exit				

School Grade 1 Students Information Screen - Page 4
(Repeated for Grades 2 -12 Students)

CCD - View/Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Grade 1 Students				
Reported Total:	-2	Black, not Hispanic - Male:	-2	
		Black, not Hispanic - Female:	-2	
		Black, not Hispanic - Gender Unknown:	-2	
American Indian/Alaskan Native - Male:	-2	Hispanic - Male:	-2	
American Indian/Alaskan Native - Female:	-2	Hispanic - Female:	-2	
American Indian/Alaskan Native - Gender Unknown:	-2	Hispanic - Gender Unknown:	-2	
Asian/Pacific Islander - Male:	-2	White, not Hispanic - Male:	-2	
Asian/Pacific Islander - Female:	-2	White, not Hispanic - Female:	-2	
Asian/Pacific Islander - Gender Unknown:	-2	White, not Hispanic - Gender Unknown:	-2	
Save Work Cancel Changes Previous Page Next Page				
Exit				

School Ungraded Students Information Screen - Page 16

CCD - View/Update Schools - xx				
School:	STID:	SEASCH:	LEAID:	SCHNO:
SCHOOL NUMBER 1	0000001	8880001	1000000	00001
Ungraded Students				
Reported Total:	<input type="text" value="0"/>	Black, not Hispanic - Male:	<input type="text" value="0"/>	
		Black, not Hispanic - Female:	<input type="text" value="0"/>	
		Black, not Hispanic - Gender Unknown:	<input type="text" value="0"/>	
American Indian/Alaskan Native - Male:	<input type="text" value="0"/>	Hispanic - Male:	<input type="text" value="0"/>	
American Indian/Alaskan Native - Female:	<input type="text" value="0"/>	Hispanic - Female:	<input type="text" value="0"/>	
American Indian/Alaskan Native - Gender Unknown:	<input type="text" value="0"/>	Hispanic - Gender Unknown:	<input type="text" value="0"/>	
Asian/Pacific Islander - Male:	<input type="text" value="0"/>	White, not Hispanic - Male:	<input type="text" value="0"/>	
Asian/Pacific Islander - Female:	<input type="text" value="0"/>	White, not Hispanic - Female:	<input type="text" value="0"/>	
Asian/Pacific Islander - Gender Unknown:	<input type="text" value="0"/>	White, not Hispanic - Gender Unknown:	<input type="text" value="0"/>	
<div>Save Work Cancel Changes Previous Page Next Page  Exit</div>				

School All Students Information Screen - Page 17

CCD - View/Update Schools - xx

School: SCHOOL NUMBER 1 STID: 0000001 SEASCH: 8880001 LEAID: 1000000 SCHNO: 00001

All Students

Reported Total:	111	Black, not Hispanic - Male:	222
		Black, not Hispanic - Female:	333
		Black, not Hispanic - Gender Unknown:	444
American Indian/Alaskan Native - Male:	222	Hispanic - Male:	888
American Indian/Alaskan Native - Female:	333	Hispanic - Female:	999
American Indian/Alaskan Native - Gender Unknown:	444	Hispanic - Gender Unknown:	111
Asian/Pacific Islander - Male:	555	White, not Hispanic - Male:	555
Asian/Pacific Islander - Female:	666	White, not Hispanic - Female:	666
Asian/Pacific Islander - Gender Unknown:	777	White, not Hispanic - Gender Unknown:	777

Save Work Cancel Changes Previous Page Next Page

Exit

5.10 Export for Submission Screen

Press **Export for Submission** button to export the data from the software.

Please note that all match problems (see section 5.5) must be resolved before running the edits, and all edits (see section 5.6) must be run before exporting the data.

CCD Export for Submission Screen



All school and agency records in the database are included in the file exported from the software. Once the data has been successfully exported, you must send the exported data file to the Census Bureau.

Press **OK** to return to the Main Menu.

6.0 Submitting Files to the Census Bureau

You may either send the data to the Census Bureau via email or FTP. Do NOT submit data on diskette.

6.1 Sending data via email

If you are submitting your data via email, attach the export file (xxSchAndAgn.txt) to an email message and send to the Census Bureau at:

govs.ccd@census.gov

6.2 Sending data via FTP

Open your Web Browser (Netscape, Explorer....), and go to:

<http://www.census.gov/govs/www/ccd.html>

Under Data Submission, click on **Submit Data Via FTP**.

Fill in the information on the screen:

1. Insert your e-mail address.
2. Insert name of file transmitting.
3. Press **Send File** button.

7.0 Keyboard Keys

- <Enter> <Tab> Accepts data for the current data element and moves forward to the next data field.
- <Shift> <Tab> Moves backward one data field.
- <Arrow Keys> Allows movement right and left within a data field. To move to the next field, use the **Enter** or **Tab** key.
- <Pg Up> Moves backward one screen.
- <Pg Dwn> Moves forward one screen.

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (SCID)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
LEANM	051-110	60	Name of Education Agency
SCHNAM	111-160	50	Name of School
PHONE	161-170	10	Telephone Number (Area Code + Phone Number)
MSTREE	171-200	30	Mailing Address
MCITY	201-230	30	City
MSTATE	231-232	2	State (PO Abbreviation)
MZIP	233-237	5	ZIP Code Digits 1-5
MZIP4	238-241	4	ZIP Code Digits 6-9
LSTREE	242-271	30	Location Address
LCITY	272-301	30	City
LSTATE	302-303	2	State (PO Abbreviation)
LZIP	304-308	5	ZIP Code Digits 1-5
LZIP4	309-312	4	ZIP Code Digits 6-9
SCHTYP	313-313	1	School Type Code
STATUS	314-314	1	Operational Status Code
GSLO	315-316	2	Grade Span Offered Lowest grade
GSHI	317-318	2	Grade Span Offered Highest grade
TITLE1	319-319	1	Title 1 school
STITL1	320-320	1	If yes, School-wide Title 1
MAGNET	321-321	1	Magnet school
CHARTR	322-322	1	Charter school
FTE	323-327	5	Classroom Teachers (1 explicit decimal place)
FRELCH	328-331	4	Students Eligible for Free Lunch
REDLCH	332-335	4	Students Eligible for Reduced-Price Lunch
FLE	336-339	4	Total of Free Lunch and Reduced-Price Lunch Eligible
MIGRNT	340-343	4	Migrant Students Enrolled in previous year
Students by Grade, by Race/Ethnicity, and by Gender			
Prekindergarten Students			
RECTYPE	001-004	4	Record Type Code (SGPK)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTPK	051-054	4	Total Prekindergarten students
AMPKM	055-058	4	Prekindergarten students - American Indian/Alaskan Native - male
AMPKF	059-062	4	Prekindergarten students - American Indian/Alaskan Native - female
AMPKU	063-066	4	Prekindergarten students - American Indian/Alaskan Native - gender unk
ASPKM	067-070	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF	071-074	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU	075-078	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM	079-082	4	Prekindergarten students - Hispanic - male
HIPKF	083-086	4	Prekindergarten students - Hispanic - female
HIPKU	087-090	4	Prekindergarten students - Hispanic - gender unknown
BLPKM	091-094	4	Prekindergarten students - Black, not Hispanic - male
BLPKF	095-098	4	Prekindergarten students - Black, not Hispanic - female
BLPKU	099-102	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM	103-106	4	Prekindergarten students - White, not Hispanic - male
WHPKF	107-110	4	Prekindergarten students - White, not Hispanic - female
WHPKU	111-114	4	Prekindergarten students - White, not Hispanic - gender unknown
Kindergarten Students			
RECTYPE	001-004	4	Record Type Code (SGKG)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID

Field Name	Field Position	Field Length	Description
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTKG	051-054	4	Total Kindergarten students
AMKGM	055-058	4	Kindergarten students - American Indian/Alaska Native - male
AMKGF	059-062	4	Kindergarten students - American Indian/Alaska Native - female
AMKGU	063-066	4	Kindergarten students - American Indian/Alaska Native - gender unk
ASKGM	067-070	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF	071-074	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU	075-078	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM	079-082	4	Kindergarten students - Hispanic - male
HIKGF	083-086	4	Kindergarten students - Hispanic - female
HIKGU	087-090	4	Kindergarten students - Hispanic - gender unknown
BLKGM	091-094	4	Kindergarten students - Black, not Hispanic - male
BLKGF	095-098	4	Kindergarten students - Black, not Hispanic - female
BLKGU	099-102	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM	103-106	4	Kindergarten students - White, not Hispanic - male
WHKGF	107-110	4	Kindergarten students - White, not Hispanic - female
WHKGU	111-114	4	Kindergarten students - White, not Hispanic - gender unknown
Grade 01 Students			
RECTYPE	001-004	4	Record Type Code (SG01)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOT01	051-054	4	Total Grade 1 students
AM01M	055-058	4	Grade 1 students - American Indian/Alaska Native - male
AM01F	059-062	4	Grade 1 students - American Indian/Alaska Native - female
AM01U	063-066	4	Grade 1 students - American Indian/Alaska Native - gender unknown
AS01M	067-070	4	Grade 1 students - Asian/Pacific Islander - male
AS01F	071-074	4	Grade 1 students - Asian/Pacific Islander - female
AS01U	075-078	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M	079-082	4	Grade 1 students - Hispanic - male
HI01F	083-086	4	Grade 1 students - Hispanic - female
HI01U	087-090	4	Grade 1 students - Hispanic - gender unknown
BL01M	091-094	4	Grade 1 students - Black, not Hispanic - male
BL01F	095-098	4	Grade 1 students - Black, not Hispanic - female
BL01U	099-102	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M	103-106	4	Grade 1 students - White, not Hispanic - male
WH01F	107-110	4	Grade 1 students - White, not Hispanic - female
WH01U	111-114	4	Grade 1 students - White, not Hispanic - gender unknown
Grade 02 Students			
RECTYPE	001-004	4	Record Type Code (SG02)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOT02	051-054	4	Total Grade 2 students
AM02M	055-058	4	Grade 2 students - American Indian/Alaska Native - male
AM02F	059-062	4	Grade 2 students - American Indian/Alaska Native - female
AM02U	063-066	4	Grade 2 students - American Indian/Alaska Native - gender unknown
AS02M	067-070	4	Grade 2 students - Asian/Pacific Islander - male
AS02F	071-074	4	Grade 2 students - Asian/Pacific Islander - female
AS02U	075-078	4	Grade 2 students - Asian/Pacific Islander - gender unknown
HI02M	079-082	4	Grade 2 students - Hispanic - male
HI02F	083-086	4	Grade 2 students - Hispanic - female
HI02U	087-090	4	Grade 2 students - Hispanic - gender unknown
BL02M	091-094	4	Grade 2 students - Black, not Hispanic - male
BL02F	095-098	4	Grade 2 students - Black, not Hispanic - female

Field Name	Field Position	Field Length	Description
BLO2U	099-102	4	Grade 2 students - Black, not Hispanic - gender unknown
WH02M	103-106	4	Grade 2 students - White, not Hispanic - male
WH02F	107-110	4	Grade 2 students - White, not Hispanic - female
WH02U	111-114	4	Grade 2 students - White, not Hispanic - gender unknown
Same record layout for grades 3 through 12. Record Type codes are SG03 through SG12. You may omit records for grades not within the grade span of the school.			
Ungraded Students			
RECTYPE	001-004	4	Record Type Code - (SGUG)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTUG	051-054	4	Total Ungraded students
AMUGM	055-058	4	Ungraded students - American Indian/Alaska Native - male
AMUGF	059-062	4	Ungraded students - American Indian/Alaska Native - female
AMUGU	063-066	4	Ungraded students - American Indian/Alaska Native - gender unknown
ASUGM	067-070	4	Ungraded students - Asian/Pacific Islander - male
ASUGF	071-074	4	Ungraded students - Asian/Pacific Islander - female
ASUGU	075-078	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM	079-082	4	Ungraded students - Hispanic - male
HIUGF	083-086	4	Ungraded students - Hispanic - female
HIUGU	087-090	4	Ungraded students - Hispanic - gender unknown
BLUGM	091-094	4	Ungraded students - Black, not Hispanic - male
BLUGF	095-098	4	Ungraded students - Black, not Hispanic - female
BLUGU	099-102	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM	103-106	4	Ungraded students - White, not Hispanic - male
WHUGF	107-110	4	Ungraded students - White, not Hispanic - female
WHUGU	111-114	4	Ungraded students - White, not Hispanic - gender unknown
Total Students			
RECTYPE	001-004	4	Record Type Code (SGAL)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH	031-050	20	State School ID
TOTAL	051-054	4	Total students, All Grades
AMALM	055-058	4	Total students, All Grades - American Indian/Alaska Native- male
AMALF	059-062	4	Total students, All Grades - American Indian/Alaska Native- female
AMALU	063-066	4	Total students, All Grades - American Indian/Alaska Native- gender unk
ASALM	067-070	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF	071-074	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU	075-078	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM	079-082	4	Total students, All Grades - Hispanic - male
HIALF	083-086	4	Total students, All Grades - Hispanic - female
HIALU	087-090	4	Total students, All Grades - Hispanic - gender unknown
BLALM	091-094	4	Total students, All Grades - Black, not Hispanic - male
BLALF	095-098	4	Total students, All Grades - Black, not Hispanic - female
BLALU	099-102	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM	103-106	4	Total students, All Grades - White, not Hispanic - male
WHALF	107-110	4	Total students, All Grades - White, not Hispanic - female
WHALU	111-114	4	Total students, All Grades - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID	0008-0021	14	State Education Agency ID
SCHNO	0022-0026	5	NCES School ID
SEASCH	0027-0046	20	State School ID
LEANM	0047-0106	60	Name of Education Agency
SCHNAM	0107-0156	50	Name of School
PHONE	0157-0166	10	Telephone number (Area Code + Phone Number)
MSTREE	0167-0196	30	Mailing Address
MCITY	0197-0226	30	City
MSTATE	0227-0228	2	State (PO Abbreviation)
MZIP	0229-0233	5	ZIP Code digits 1-5
MZIP4	0234-0237	4	ZIP Code digits 6-9
LSTREE	0238-0267	30	Location Address
LCITY	0268-0297	30	City
LSTATE	0298-0299	2	State (PO Abbreviation)
LZIP	0300-0304	5	ZIP Code Digits 1-5
LZIP4	0305-0308	4	ZIP Code Digits 6-9
SCHTYP	0309-0309	1	School Type Code
STATUS	0310-0310	1	Operational Status Code
GSLO	0311-0312	2	Grade Span Offered Lowest Grade
GSHI	0313-0314	2	Grade Span Offered - Highest Grade
TITLE1	0315-0315	1	Title 1 School
STITL1	0316-0316	1	If yes, school-wide Title 1
MAGNET	0317-0317	1	Magnet school
CHARTR	0318-0318	1	Charter school
FTE	0319-0323	5	Classroom Teachers (1 explicit decimal place)
FRELCH	0324-0327	4	Students Eligible for Free Lunch
REDLCH	0328-0331	4	Students Eligible for Reduced-Price Lunch
FLE	0332-0335	4	Total of Free Lunch Eligible and Reduced-Price Lunch Eligible
MIGRNT	0336-0339	4	Migrant students enrolled in previous year

Students by Grade, by Race/Ethnicity, and by Gender:

Prekindergarten Students

TOTPK	0340-0343	4	Total Prekindergarten students
AMPKM	0344-0347	4	Prekindergarten students - Amer Indian/Alaska Native- male
AMPKF	0348-0351	4	Prekindergarten students - Amer Indian/Alaska Native- female
AMPKU	0352-0355	4	Prekindergarten students - Amer Indian/Alaska Native- gender unk
ASPKM	0356-0359	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF	0360-0363	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU	0364-0367	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM	0368-0371	4	Prekindergarten students - Hispanic - male
HIPKF	0372-0375	4	Prekindergarten students - Hispanic - female
HIPKU	0376-0379	4	Prekindergarten students - Hispanic - gender unknown
BLPKM	0380-0383	4	Prekindergarten students - Black, not Hispanic - male
BLPKF	0384-0387	4	Prekindergarten students - Black, not Hispanic - female
BLPKU	0388-0391	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM	0392-0395	4	Prekindergarten students - White, not Hispanic - male
WHPKF	0396-0399	4	Prekindergarten students - White, not Hispanic - female
WHPKU	0400-0403	4	Prekindergarten students - White, not Hispanic - gender unknown

Kindergarten Students

TOTKG	0404-0407	4	Total Kindergarten students
AMKGM	0408-0411	4	Kindergarten students - American Indian/Alaska Native - male
AMKGF	0412-0415	4	Kindergarten students - American Indian/Alaska Native - female
AMKGU	0416-0419	4	Kindergarten students - American Indian/Alaska Native - gender unk
ASKGM	0420-0423	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF	0424-0427	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU	0428-0431	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM	0432-0435	4	Kindergarten students - Hispanic - male
HIKGF	0436-0439	4	Kindergarten students - Hispanic - female

Field Name	Field Position	Field Length	Description
HIKGU	0440-0443	4	Kindergarten students - Hispanic - gender unknown
BLKGM	0444-0447	4	Kindergarten students - Black, not Hispanic - male
BLKGF	0448-0451	4	Kindergarten students - Black, not Hispanic - female
BLKGU	0452-0455	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM	0456-0459	4	Kindergarten students - White, not Hispanic - male
WHKGF	0460-0463	4	Kindergarten students - White, not Hispanic - female
WHKGU	0464-0467	4	Kindergarten students - White, not Hispanic - gender unknown
Grade 01 Students			
TOT01	0468-0471	4	Total Grade 1 students
AM01M	0472-0475	4	Grade 1 students - Amer Indian/Alaska Native - male
AM01F	0476-0479	4	Grade 1 students - Amer Indian/Alaska Native - female
AM01U	0480-0483	4	Grade 1 students - Amer Indian/Alaska Native - gender unknown
AS01M	0484-0487	4	Grade 1 students - Asian/Pacific Islander - male
AS01F	0488-0491	4	Grade 1 students - Asian/Pacific Islander - female
AS01U	0492-0495	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M	0496-0499	4	Grade 1 students - Hispanic - male
HI01F	0500-0503	4	Grade 1 students - Hispanic - female
HI01U	0504-0507	4	Grade 1 students - Hispanic - gender unknown
BL01M	0508-0511	4	Grade 1 students - Black, not Hispanic - male
BL01F	0512-0515	4	Grade 1 students - Black, not Hispanic - female
BL01U	0516-0519	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M	0520-0523	4	Grade 1 students - White, not Hispanic - male
WH01F	0524-0527	4	Grade 1 students - White, not Hispanic - female
WH01U	0528-0531	4	Grade 1 students - White, not Hispanic - gender unknown
Grade 02 Students			
TOT02	0532-0535	4	Total Grade 2 students
AM02M	0536-0539	4	Grade 2 students - Amer Indian/Alaska Native - male
AM02F	0540-0543	4	Grade 2 students - Amer Indian/Alaska Native - female
AM02U	0544-0547	4	Grade 2 students - Amer Indian/Alaska Native - gender unknown
AS02M	0548-0551	4	Grade 2 students - Asian/Pacific Islander - male
AS02F	0552-0555	4	Grade 2 students - Asian/Pacific Islander - female
AS02U	0556-0559	4	Grade 2 students - Asian/Pacific Islander - gender unknown
HI02M	0560-0563	4	Grade 2 students - Hispanic - male
HI02F	0564-0567	4	Grade 2 students - Hispanic - female
HI02U	0568-0571	4	Grade 2 students - Hispanic - gender unknown
BL02M	0572-0575	4	Grade 2 students - Black, not Hispanic - male
BL02F	0576-0579	4	Grade 2 students - Black, not Hispanic - female
BL02U	0580-0583	4	Grade 2 students - Black, not Hispanic - gender unknown
WH02M	0584-0587	4	Grade 2 students - White, not Hispanic - male
WH02F	0588-0591	4	Grade 2 students - White, not Hispanic - female
WH02U	0592-0595	4	Grade 2 students - White, not Hispanic - gender unknown
Grade 03 Students			
TOT03	0596-0599	4	Total Grade 3 students
AM03M	0600-0603	4	Grade 3 students - Amer Indian/Alaska Native - male
AM03F	0604-0607	4	Grade 3 students - Amer Indian/Alaska Native - female
AM03U	0608-0611	4	Grade 3 students - Amer Indian/Alaska Native - gender unknown
AS03M	0612-0615	4	Grade 3 students - Asian/Pacific Islander - male
AS03F	0616-0619	4	Grade 3 students - Asian/Pacific Islander - female
AS03U	0620-0623	4	Grade 3 students - Asian/Pacific Islander - gender unknown
HI03M	0624-0627	4	Grade 3 students - Hispanic - male
HI03F	0628-0631	4	Grade 3 students - Hispanic - female
HI03U	0632-0635	4	Grade 3 students - Hispanic - gender unknown
BL03M	0636-0639	4	Grade 3 students - Black, not Hispanic - male
BL03F	0640-0643	4	Grade 3 students - Black, not Hispanic - female
BL03U	0644-0647	4	Grade 3 students - Black, not Hispanic - gender unknown
WH03M	0648-0651	4	Grade 3 students - White, not Hispanic - male
WH03F	0652-0655	4	Grade 3 students - White, not Hispanic - female
WH03U	0656-0659	4	Grade 3 students - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
Grade 04 Students			
TOT04	0660-0663	4	Total Grade 4 students
AM04M	0664-0667	4	Grade 4 students - Amer Indian/Alaska Native - male
AM04F	0668-0671	4	Grade 4 students - Amer Indian/Alaska Native - female
AM04U	0672-0675	4	Grade 4 students - Amer Indian/Alaska Native - gender unknown
AS04M	0676-0679	4	Grade 4 students - Asian/Pacific Islander - male
AS04F	0680-0683	4	Grade 4 students - Asian/Pacific Islander - female
AS04U	0684-0687	4	Grade 4 students - Asian/Pacific Islander - gender unknown
HI04M	0688-0691	4	Grade 4 students - Hispanic - male
HI04F	0692-0695	4	Grade 4 students - Hispanic - female
HI04U	0696-0699	4	Grade 4 students - Hispanic - gender unknown
BLO4M	0700-0703	4	Grade 4 students - Black, not Hispanic - male
BLO4F	0704-0707	4	Grade 4 students - Black, not Hispanic - female
BLO4U	0708-0711	4	Grade 4 students - Black, not Hispanic - gender unknown
WH04M	0712-0715	4	Grade 4 students - White, not Hispanic - male
WH04F	0716-0719	4	Grade 4 students - White, not Hispanic - female
WH04U	0720-0723	4	Grade 4 students - White, not Hispanic - gender unknown
Grade 05 Students			
TOT05	0724-0727	4	Total Grade 5 students
AM05M	0728-0731	4	Grade 5 students - Amer Indian/Alaska Native - male
AM05F	0732-0735	4	Grade 5 students - Amer Indian/Alaska Native - female
AM05U	0736-0739	4	Grade 5 students - Amer Indian/Alaska Native - gender unknown
AS05M	0740-0743	4	Grade 5 students - Asian/Pacific Islander - male
AS05F	0744-0747	4	Grade 5 students - Asian/Pacific Islander - female
AS05U	0748-0751	4	Grade 5 students - Asian/Pacific Islander - gender unknown
HI05M	0752-0755	4	Grade 5 students - Hispanic - male
HI05F	0756-0759	4	Grade 5 students - Hispanic - female
HI05U	0760-0763	4	Grade 5 students - Hispanic - gender unknown
BL05M	0764-0767	4	Grade 5 students - Black, not Hispanic - male
BL05F	0768-0771	4	Grade 5 students - Black, not Hispanic - female
BL05U	0772-0775	4	Grade 5 students - Black, not Hispanic - gender unknown
WH05M	0776-0779	4	Grade 5 students - White, not Hispanic - male
WH05F	0780-0783	4	Grade 5 students - White, not Hispanic - female
WH05U	0784-0787	4	Grade 5 students - White, not Hispanic - gender unknown
Grade 06 Students			
TOT06	0788-0791	4	Total Grade 6 students
AM06M	0792-0795	4	Grade 6 students - American Indian/Alaska Native - male
AM06F	0796-0799	4	Grade 6 students - American Indian/Alaska Native - female
AM06U	0800-0803	4	Grade 6 students - American Indian/Alaska Native - gender unknown
AS06M	0804-0807	4	Grade 6 students - Asian/Pacific Islander - male
AS06F	0808-0811	4	Grade 6 students - Asian/Pacific Islander - female
AS06U	0812-0815	4	Grade 6 students - Asian/Pacific Islander - gender unknown
HI06M	0816-0819	4	Grade 6 students - Hispanic - male
HI06F	0820-0823	4	Grade 6 students - Hispanic - female
HI06U	0824-0827	4	Grade 6 students - Hispanic - gender unknown
BL06M	0828-0831	4	Grade 6 students - Black, not Hispanic - male
BL06F	0832-0835	4	Grade 6 students - Black, not Hispanic - female
BL06U	0836-0839	4	Grade 6 students - Black, not Hispanic - gender unknown
WH06M	0840-0843	4	Grade 6 students - White, not Hispanic - male
WH06F	0844-0847	4	Grade 6 students - White, not Hispanic - female
WH06U	0848-0851	4	Grade 6 students - White, not Hispanic - gender unknown
Grade 07 Students			
TOT07	0852-0855	4	Total Grade 7 students
AM07M	0856-0859	4	Grade 7 students - Amer Indian/Alaska Native - male
AM07F	0860-0863	4	Grade 7 students - Amer Indian/Alaska Native - female
AM07U	0864-0867	4	Grade 7 students - Amer Indian/Alaska Native - gender unknown
AS07M	0868-0871	4	Grade 7 students - Asian/Pacific Islander - male
AS07F	0872-0875	4	Grade 7 students - Asian/Pacific Islander - female

Field Name	Field Position	Field Length	Description
AS07U	0876-0879	4	Grade 7 students - Asian/Pacific Islander - gender unknown
HI07M	0880-0883	4	Grade 7 students - Hispanic - male
HI07F	0884-0887	4	Grade 7 students - Hispanic - female
HI07U	0888-0891	4	Grade 7 students - Hispanic - gender unknown
BL07M	0892-0895	4	Grade 7 students - Black, not Hispanic - male
BL07F	0896-0899	4	Grade 7 students - Black, not Hispanic - female
BL07U	0900-0903	4	Grade 7 students - Black, not Hispanic - gender unknown
WH07M	0904-0907	4	Grade 7 students - White, not Hispanic - male
WH07F	0908-0911	4	Grade 7 students - White, not Hispanic - female
WH07U	0912-0915	4	Grade 7 students - White, not Hispanic - gender unknown
Grade 08 Students			
TOT08	0916-0919	4	Total Grade 8 students
AM08M	0920-0923	4	Grade 8 students - Amer Indian/Alaska Native - male
AM08F	0924-0927	4	Grade 8 students - Amer Indian/Alaska Native - female
AM08U	0928-0931	4	Grade 8 students - Amer Indian/Alaska Native - gender unknown
AS08M	0932-0935	4	Grade 8 students - Asian/Pacific Islander - male
AS08F	0936-0939	4	Grade 8 students - Asian/Pacific Islander - female
AS08U	0940-0943	4	Grade 8 students - Asian/Pacific Islander - gender unknown
HI08M	0944-0947	4	Grade 8 students - Hispanic - male
HI08F	0948-0951	4	Grade 8 students - Hispanic - female
HI08U	0952-0955	4	Grade 8 students - Hispanic - gender unknown
BL08M	0956-0959	4	Grade 8 students - Black, not Hispanic - male
BL08F	0960-0963	4	Grade 8 students - Black, not Hispanic - female
BL08U	0964-0967	4	Grade 8 students - Black, not Hispanic - gender unknown
WH08M	0968-0971	4	Grade 8 students - White, not Hispanic - male
WH08F	0972-0975	4	Grade 8 students - White, not Hispanic - female
WH08U	0976-0979	4	Grade 8 students - White, not Hispanic - gender unknown
Grade 09 Students			
TOT09	0980-0983	4	Total Grade 9 students
AM09M	0984-0987	4	Grade 9 students - American Indian/Alaska Native - male
AM09F	0988-0991	4	Grade 9 students - American Indian/Alaska Native - female
AM09U	0992-0995	4	Grade 9 students - American Indian/Alaska Native - gender unknown
AS09M	0996-0999	4	Grade 9 students - Asian/Pacific Islander - male
AS09F	1000-1003	4	Grade 9 students - Asian/Pacific Islander - female
AS09U	1004-1007	4	Grade 9 students - Asian/Pacific Islander - gender unknown
HI09M	1008-1011	4	Grade 9 students - Hispanic - male
HI09F	1012-1015	4	Grade 9 students - Hispanic - female
HI09U	1016-1019	4	Grade 9 students - Hispanic - gender unknown
BL09M	1020-1023	4	Grade 9 students - Black, not Hispanic - male
BL09F	1024-1027	4	Grade 9 students - Black, not Hispanic - female
BL09U	1028-1031	4	Grade 9 students - Black, not Hispanic - gender unknown
WH09M	1032-1035	4	Grade 9 students - White, not Hispanic - male
WH09F	1036-1039	4	Grade 9 students - White, not Hispanic - female
WH09U	1040-1043	4	Grade 9 students - White, not Hispanic - gender unknown
Grade 10 Students			
TOT10	1044-1047	4	Total Grade 10 students
AM10M	1048-1051	4	Grade 10 students - Amer Indian/Alaska Native - male
AM10F	1052-1055	4	Grade 10 students - Amer Indian/Alaska Native - female
AM10U	1056-1059	4	Grade 10 students - Amer Indian/Alaska Native - gender unknown
AS10M	1060-1063	4	Grade 10 students - Asian/Pacific Islander - male
AS10F	1064-1067	4	Grade 10 students - Asian/Pacific Islander - female
AS10U	1068-1071	4	Grade 10 students - Asian/Pacific Islander - gender unknown
HI10M	1072-1075	4	Grade 10 students - Hispanic - male
HI10F	1076-1079	4	Grade 10 students - Hispanic - female
HI10U	1080-1083	4	Grade 10 students - Hispanic - gender unknown
BL10M	1084-1087	4	Grade 10 students - Black, not Hispanic - male
BL10F	1088-1091	4	Grade 10 students - Black, not Hispanic - female
BL10U	1092-1095	4	Grade 10 students - Black, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
WH10M	1096-1099	4	Grade 10 students - White, not Hispanic - male
WH10F	1100-1103	4	Grade 10 students - White, not Hispanic - female
WH10U	1104-1107	4	Grade 10 students - White, not Hispanic - gender unknown
Grade 11 Students			
TOT11	1108-1111	4	Total Grade 11 students
AM11M	1112-1115	4	Grade 11 students - Amer Indian/Alaska Native - male
AM11F	1116-1119	4	Grade 11 students - Amer Indian/Alaska Native - female
AM11U	1120-1123	4	Grade 11 students - Amer Indian/Alaska Native - gender unknown
AS11M	1124-1127	4	Grade 11 students - Asian/Pacific Islander - male
AS11F	1128-1131	4	Grade 11 students - Asian/Pacific Islander - female
AS11U	1132-1135	4	Grade 11 students - Asian/Pacific Islander - gender unknown
HI11M	1136-1139	4	Grade 11 students - Hispanic - male
HI11F	1140-1143	4	Grade 11 students - Hispanic - female
HI11U	1144-1147	4	Grade 11 students - Hispanic - gender unknown
BL11M	1148-1151	4	Grade 11 students - Black, not Hispanic - male
BL11F	1152-1155	4	Grade 11 students - Black, not Hispanic - female
BL11U	1156-1159	4	Grade 11 students - Black, not Hispanic - gender unknown
WH11M	1160-1163	4	Grade 11 students - White, not Hispanic - male
WH11F	1164-1167	4	Grade 11 students - White, not Hispanic - female
WH11U	1168-1171	4	Grade 11 students - White, not Hispanic - gender unknown
Grade 12 Students			
TOT12	1172-1175	4	Total Grade 12 students
AM12M	1176-1179	4	Grade 12 students - Amer Indian/Alaska Native - male
AM12F	1180-1183	4	Grade 12 students - Amer Indian/Alaska Native - female
AM12U	1184-1187	4	Grade 12 students - Amer Indian/Alaska Native - gender unknown
AS12M	1188-1191	4	Grade 12 students - Asian/Pacific Islander - male
AS12F	1192-1195	4	Grade 12 students - Asian/Pacific Islander - female
AS12U	1196-1199	4	Grade 12 students - Asian/Pacific Islander - gender unknown
HI12M	1200-1203	4	Grade 12 students - Hispanic - male
HI12F	1204-1207	4	Grade 12 students - Hispanic - female
HI12U	1208-1211	4	Grade 12 students - Hispanic - gender unknown
BL12M	1212-1215	4	Grade 12 students - Black, not Hispanic - male
BL12F	1216-1219	4	Grade 12 students - Black, not Hispanic - female
BL12U	1220-1223	4	Grade 12 students - Black, not Hispanic - gender unknown
WH12M	1224-1227	4	Grade 12 students - White, not Hispanic - male
WH12F	1228-1231	4	Grade 12 students - White, not Hispanic - female
WH12U	1232-1235	4	Grade 12 students - White, not Hispanic - gender unknown
Ungraded Students			
TOTUG	1236-1239	4	Total Ungraded students
AMUGM	1240-1243	4	Ungraded students - Amer Indian/Alaska Native - male
AMUGF	1244-1247	4	Ungraded students - Amer Indian/Alaska Native - female
AMUGU	1248-1251	4	Ungraded students - Amer Indian/Alaska Native - gender unknown
ASUGM	1252-1255	4	Ungraded students - Asian/Pacific Islander - male
ASUGF	1256-1259	4	Ungraded students - Asian/Pacific Islander - female
ASUGU	1260-1263	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM	1264-1267	4	Ungraded students - Hispanic - male
HIUGF	1268-1271	4	Ungraded students - Hispanic - female
HIUGU	1272-1275	4	Ungraded students - Hispanic - gender unknown
BLUGM	1276-1279	4	Ungraded students - Black, not Hispanic - male
BLUGF	1280-1283	4	Ungraded students - Black, not Hispanic - female
BLUGU	1284-1287	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM	1288-1291	4	Ungraded students - White, not Hispanic - male
WHUGF	1292-1295	4	Ungraded students - White, not Hispanic - female
WHUGU	1296-1299	4	Ungraded students - White, not Hispanic - gender unknown
Total Students			
TOTAL	1300-1303	4	Total students, All Grades
AMALM	1304-1307	4	Total students, All Grades - Amer India/Alaskan Native- male
AMALF	1308-1311	4	Total students, All Grades - Amer India/Alaskan Native- female

Field Name	Field Position	Field Length	Description
AMALU	1312-1315	4	Total students, All Grades - Amer India/Alaskan Native- gender unk
ASALM	1316-1319	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF	1320-1323	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU	1324-1327	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM	1328-1331	4	Total students, All Grades - Hispanic - male
HIALF	1332-1335	4	Total students, All Grades - Hispanic - female
HIALU	1336-1339	4	Total students, All Grades - Hispanic - gender unknown
BLALM	1340-1343	4	Total students, All Grades - Black, not Hispanic - male
BLALF	1344-1347	4	Total students, All Grades - Black, not Hispanic - female
BLALU	1348-1351	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM	1352-1355	4	Total students, All Grades - White, not Hispanic - male
WHALF	1356-1359	4	Total students, All Grades - White, not Hispanic - female
WHALU	1360-1363	4	Total students, All Grades - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (AGID)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
NAME	026-085	60	Name of Education Agency
PHONE	086-095	10	Telephone Number (Area Code + Phone Number)
MSTREE	096-125	30	Mailing Address
MCITY	126-155	30	City
MSTATE	156-157	2	State (PO Abbreviation)
MZIP	158-162	5	ZIP Code Digits 1-5
MZIP4	163-166	4	ZIP Code Digits 6-9
LSTREE	167-196	30	Location Address
LCITY	197-226	30	City
LSTATE	227-228	2	State (PO Abbreviation)
LZIP	229-233	5	ZIP Code Digits 1-5
LZIP4	234-237	4	ZIP Code Digits 6-9
AGTYP	238-238	1	Education Agency Type Code
UNION	239-241	3	Supervisory Union ID Number
CONAME	242-271	30	County Name
CONUM	272-276	5	FIPS County Code
BOUND	277-277	1	Operational Status Code
GSLO	278-279	2	Grade Span Offered Lowest Grade
GSHI	280-281	2	Grade Span Offered Highest Grade
Students			
UG	282-288	7	Ungraded
PK12	289-295	7	PK-12
MIGRNT	296-302	7	Migrant Students served in a Summer Program
SPECED	303-309	7	Special Education - Individual Education Program (IEP)
ELL	310-316	7	English Language Learner, formerly known as LEP
Staff (one explicit decimal place):			
RECTYPE	001-004	4	Record type code (ASTF)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
PKTCH	026-032	7	Prekindergarten Teachers
KGTCH	033-039	7	Kindergarten Teachers
ELMTCH	040-046	7	Elementary Teachers
SECTCH	047-053	7	Secondary Teachers
UGTCH	054-060	7	Teachers of Ungraded Classes
TOTTCH	061-067	7	Total FTE Teachers
AIDES	068-074	7	Instructional Aides
CORSUP	075-081	7	Instructional Coordinators & Supervisors
ELMGUI	082-088	7	Elementary Guidance Counselors
SECGUI	089-095	7	Secondary Guidance Counselors
TOTGUI	096-102	7	Total Guidance
LIBSPE	103-109	7	Librarians/Media Specialists
LIBSUP	110-116	7	Library/Media Support Staff
LEAADM	117-123	7	LEA Administrators
LEASUP	124-130	7	LEA Administrative Support Staff
SCHADM	131-137	7	School Administrators
SCHSUP	138-144	7	School Administrative Support Staff
STUSUP	145-151	7	Student Support Services Staff
OTHSUP	152-158	7	All Other Support Staff
Diploma Recipients by Race/Ethnicity and by Gender:			
RECTYPE	001-004	4	Record Type Code (ADPL)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTDPL	026-031	6	Total Diploma Recipients
AMDPLM	032-037	6	Diploma Recipients - American Indian/Alaska Native - male
AMDPLF	038-043	6	Diploma Recipients - American Indian/Alaska Native - female

Field Name	Field Position	Field Length	Description
AMDPLU	044-049	6	Diploma Recipients - Amer. Indian/Alaska Native - gender unk
ASDPLM	050-055	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	056-061	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	062-067	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	068-073	6	Diploma Recipients - Hispanic - male
HIDPLF	074-079	6	Diploma Recipients - Hispanic - female
HIDPLU	080-085	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM	086-091	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	092-097	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	098-103	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	104-109	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	110-115	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	116-121	6	Diploma Recipients - White, not Hispanic - gender unknown
Other High School Completers by Race/Ethnicity and by Gender:			
RECTYPE	001-004	4	Record Type Code (AOHC)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTOHC	026-031	6	Total Other High School Completers
AMOHCM	032-037	6	Other H. S. Completers - American Indian/Alaska Native - male
AMOHCF	038-043	6	Other H. S. Completers - American Indian/Alaska Native - female
AMOHCU	044-049	6	Other H. S. Completers - Amer. Indian/Alaska Native - unk
ASOHCM	050-055	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	056-061	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	062-067	6	Other H. S. Completers - Asian/Pacific Islander - gender unknown
HIOHCM	068-073	6	Other High School Completers - Hispanic - male
HIOHCF	074-079	6	Other High School Completers - Hispanic - female
HIOHCU	080-085	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	086-091	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	092-097	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	098-103	6	Other H. S. Completers - Black, not Hispanic - gender unknown
WHOHCM	104-109	6	Other High School Completers - White, not Hispanic - male
WHOHCF	110-115	6	Other High School Completers - White, not Hispanic - female
WHOHCU	116-121	6	Other H. S. Completers - White, not Hispanic - gender unknown
Dropouts by Grade, by Race/Ethnicity and by Gender:			
Grade 07 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD07)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD07	026-031	6	Total Grade 7 dropouts
AMD07M	032-037	6	Grade 7 dropouts - American Indian/Alaska Native - male
AMD07F	038-043	6	Grade 7 dropouts - American Indian/Alaska Native - female
AMD07U	044-049	6	Grade 7 dropouts - American Indian/Alaska Native - gender unk
ASD07M	050-055	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F	056-061	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U	062-067	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M	068-073	6	Grade 7 dropouts - Hispanic - male
HID07F	074-079	6	Grade 7 dropouts - Hispanic - female
HID07U	080-085	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M	086-091	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F	092-097	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U	098-103	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M	104-109	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F	110-115	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U	116-121	6	Grade 7 dropouts - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
Grade 08 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD08)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD08	026-031	6	Total Grade 8 dropouts
AMD08M	032-037	6	Grade 8 dropouts - American Indian/Alaska Native - male
AMD08F	038-043	6	Grade 8 dropouts - American Indian/Alaska Native - female
AMD08U	044-049	6	Grade 8 dropouts - American Indian/Alaska Native - gender unk
ASD08M	050-055	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F	056-061	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U	062-067	6	Grade 8 dropouts - Asian/Pacific Islander - gender unknown
HID08M	068-073	6	Grade 8 dropouts - Hispanic - male
HID08F	074-079	6	Grade 8 dropouts - Hispanic - female
HID08U	080-085	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M	086-091	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F	092-097	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U	098-103	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M	104-109	6	Grade 8 dropouts - White, not Hispanic - male
WHD08F	110-115	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U	116-121	6	Grade 8 dropouts - White, not Hispanic - gender unknown
Grade 09 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD09)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD09	026-031	6	Total Grade 9 dropouts
AMD09M	032-037	6	Grade 9 dropouts - American Indian/Alaska Native - male
AMD09F	038-043	6	Grade 9 dropouts - American Indian/Alaska Native - female
AMD09U	044-049	6	Grade 9 dropouts - American Indian/Alaska Native - gender unk
ASD09M	050-055	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F	056-061	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U	062-067	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M	068-073	6	Grade 9 dropouts - Hispanic - male
HID09F	074-079	6	Grade 9 dropouts - Hispanic - female
HID09U	080-085	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M	086-091	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F	092-097	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U	098-103	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M	104-109	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F	110-115	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U	116-121	6	Grade 9 dropouts - White, not Hispanic - gender unknown
Grade 10 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD10)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD10	026-031	6	Total Grade 10 dropouts
AMD10M	032-037	6	Grade 10 dropouts - American Indian/Alaska Native - male
AMD10F	038-043	6	Grade 10 dropouts - American Indian/Alaska Native - female
AMD10U	044-049	6	Grade 10 dropouts - American Indian/Alaska Native - gender unk
ASD10M	050-055	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F	056-061	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U	062-067	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M	068-073	6	Grade 10 dropouts - Hispanic - male
HID10F	074-079	6	Grade 10 dropouts - Hispanic - female
HID10U	080-085	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M	086-091	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F	092-097	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U	098-103	6	Grade 10 dropouts - Black, not Hispanic - gender unknown
WHD10M	104-109	6	Grade 10 dropouts - White, not Hispanic - male

Appendix A-3: Agency Universe Multiple Record Format

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Field Name	Field Position	Field Length	Description
WHD10F	110-115	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U	116-121	6	Grade 10 dropouts - White, not Hispanic - gender unknown
Grade 11 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD11)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD11	026-031	6	Total Grade 11 dropouts
AMD11M	032-037	6	Grade 11 dropouts - American Indian/Alaska Native - male
AMD11F	038-043	6	Grade 11 dropouts - American Indian/Alaska Native - female
AMD11U	044-049	6	Grade 11 dropouts - American Indian/Alaska Native - gender unk
ASD11M	050-055	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F	056-061	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U	062-067	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M	068-073	6	Grade 11 dropouts - Hispanic - male
HID11F	074-079	6	Grade 11 dropouts - Hispanic - female
HID11U	080-085	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M	086-091	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F	092-097	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U	098-103	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M	104-109	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F	110-115	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U	116-121	6	Grade 11 dropouts - White, not Hispanic - gender unknown
Grade 12 Dropouts			
RECTYPE	001-004	4	Record Type Code (AD12)
LEAID	005-011	7	NCES Education Agency ID
STID	012-025	14	State Education Agency ID
TOTD12	026-031	6	Total Grade 12 dropouts
AMD12M	032-037	6	Grade 12 dropouts - American Indian/Alaska Native - male
AMD12F	038-043	6	Grade 12 dropouts - American Indian/Alaska Native - female
AMD12U	044-049	6	Grade 12 dropouts - American Indian/Alaska Native - gender unk
ASD12M	050-055	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F	056-061	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U	062-067	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M	068-073	6	Grade 12 dropouts - Hispanic - male
HID12F	074-079	6	Grade 12 dropouts - Hispanic - female
HID12U	080-085	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M	086-091	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F	092-097	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U	098-103	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M	104-109	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F	110-115	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U	116-121	6	Grade 12 dropouts - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID	0008-0021	14	State Education Agency ID
NAME	0022-0081	60	Name of Education Agency
PHONE	0082-0091	10	Telephone Number (Area Code + Phone Number)
MSTREE	0092-0121	30	Mailing Address
MCITY	0122-0151	30	City
MSTATE	0152-0153	2	State (PO Abbreviation)
MZIP	0154-0158	5	ZIP Code Digits 1-5
MZIP4	0159-0162	4	ZIP Code Digits 6-9
LSTREE	0163-0192	30	Location Address
LCITY	0193-0222	30	City
LSTATE	0223-0224	2	State (PO Abbreviation)
LZIP	0225-0229	5	ZIP Code Digits 1-5
LZIP4	0230-0233	4	ZIP Code Digits 6-9
AGTYP	0234-0234	1	Agency Type Code
UNION	0235-0237	3	Supervisory Union Number
CONAME	0238-0267	30	County Name
CONUM	0268-0272	5	FIPS County Code
BOUND	0273-0273	1	Operational Status Code
GSLO	0274-0275	2	Grade Span Offered Lowest Grade
GSHI	0276-0277	2	Grade Span Offered Highest Grade
Students:			
UG	0278-0284	7	Ungraded
PK12	0285-0291	7	PK - 12
MIGRNT	0292-0298	7	Migrant Students served in a Summer Program
SPECED	0299-0305	7	Special Education - Individual Education Program (IEP)
ELL	0306-0312	7	English Language Learner, formerly known as LEP
Staff (one explicit decimal place):			
PKTCH	0313-0319	7	Prekindergarten Teachers
KGTCH	0320-0326	7	Kindergarten Teachers
ELMTCH	0327-0333	7	Elementary Teachers
SECTCH	0334-0340	7	Secondary Teachers
UGTCH	0341-0347	7	Teachers of Ungraded Classes
TOTTCH	0348-0354	7	Total FTE Teachers
AIDES	0355-0361	7	Instructional Aides
CORSUP	0362-0368	7	Instructional Coordinators & Supervisors
ELMGUI	0369-0375	7	Elementary Guidance Counselors
SECGUI	0376-0382	7	Secondary Guidance Counselors
TOTGUI	0383-0389	7	Total Guidance Counselors
LIBSPE	0390-0396	7	Librarians/Media Specialists
LIBSUP	0397-0403	7	Library/Media Support Staff
LEAADM	0404-0410	7	LEA Administrators
LEASUP	0411-0417	7	LEA Administrative Support Staff
SCHADM	0418-0424	7	School Administrators
SCHSUP	0425-0431	7	School Administrative Support Staff
STUSUP	0432-0438	7	Student Support Services Staff
OTHSUP	0439-0445	7	All Other Support Services Staff
Diploma Recipients by Race/Ethnicity, and by Gender:			
TOTDPL	0446-0451	6	Total Diploma Recipients
AMDPLM	0452-0457	6	Diploma Recipients - American Indian/Alaska Native - male
AMDPLF	0458-0463	6	Diploma Recipients - American Indian/Alaska Native - female
AMDPLU	0464-0469	6	Diploma Recipients - Amer. Indian/Alaska Native - gender unk
ASDPLM	0470-0475	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	0476-0481	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	0482-0487	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	0488-0493	6	Diploma Recipients - Hispanic - male
HIDPLF	0494-0499	6	Diploma Recipients - Hispanic - female
HIDPLU	0500-0505	6	Diploma Recipients - Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
BLDPLM	0506-0511	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	0512-0517	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	0518-0523	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	0524-0529	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	0530-0535	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	0536-0541	6	Diploma Recipients - White, not Hispanic - gender unknown
Other High School Completers by Race/Ethnicity, and by Gender:			
TOTOHC	0542-0547	6	Total Other High School Completers
AMOHCM	0548-0553	6	Other H. S. Completers - American Indian/Alaska Native - male
AMOHCF	0554-0559	6	Other H. S. Completers - American Indian/Alaska Native - female
AMOHCU	0560-0565	6	Other H. S. Completers - Amer. Indian/Alaska Native - unknown
ASOHCM	0566-0571	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	0572-0577	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	0578-0583	6	Other H. S. Completers - Asian/Pacific Islander - gender unknown
HIOHCM	0584-0589	6	Other High School Completers - Hispanic - male
HIOHCF	0590-0595	6	Other High School Completers - Hispanic - female
HIOHCU	0596-0601	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	0602-0607	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	0608-0613	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	0614-0619	6	Other H. S. Completers - Black, not Hispanic - gender unknown
WHOHCM	0620-0625	6	Other High School Completers - White, not Hispanic - male
WHOHCF	0626-0631	6	Other High School Completers - White, not Hispanic - female
WHOHCU	0632-0637	6	Other H. S. Completers - White, not Hispanic - gender unknown
Dropouts by Grade, by Race/Ethnicity, and by Gender:			
Grade 07 Dropouts			
TOTD07	0638-0643	6	Total Grade 7 dropouts
AMD07M	0644-0649	6	Grade 7 dropouts - American Indian/Alaska Native - male
AMD07F	0650-0655	6	Grade 7 dropouts - American Indian/Alaska Native - female
AMD07U	0656-0661	6	Grade 7 dropouts - American Indian/Alaska Native - gender unk
ASD07M	0662-0667	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F	0668-0673	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U	0674-0679	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M	0680-0685	6	Grade 7 dropouts - Hispanic - male
HID07F	0686-0691	6	Grade 7 dropouts - Hispanic - female
HID07U	0692-0697	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M	0698-0703	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F	0704-0709	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U	0710-0715	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M	0716-0721	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F	0722-0727	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U	0728-0733	6	Grade 7 dropouts - White, not Hispanic - gender unknown
Grade 08 Dropouts			
TOTD08	0734-0739	6	Total Grade 8 dropouts
AMD08M	0740-0745	6	Grade 8 dropouts - American Indian/Alaska Native - male
AMD08F	0746-0751	6	Grade 8 dropouts - American Indian/Alaska Native - female
AMD08U	0752-0757	6	Grade 8 dropouts - American Indian/Alaska Native - gender unk
ASD08M	0758-0763	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F	0764-0769	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U	0770-0775	6	Grade 8 dropouts - Asian/Pacific Islander - gender unknown
HID08M	0776-0781	6	Grade 8 dropouts - Hispanic - male
HID08F	0782-0787	6	Grade 8 dropouts - Hispanic - female
HID08U	0788-0793	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M	0794-0799	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F	0800-0805	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U	0806-0811	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M	0812-0817	6	Grade 8 dropouts - White, not Hispanic - male
WHD08F	0818-0823	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U	0824-0829	6	Grade 8 dropouts - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
Grade 09 Dropouts			
TOTD09	0830-0835	6	Total Grade 9 dropouts
AMD09M	0836-0841	6	Grade 9 dropouts - American Indian/Alaska Native - male
AMD09F	0842-0847	6	Grade 9 dropouts - American Indian/Alaska Native - female
AMD09U	0848-0853	6	Grade 9 dropouts - American Indian/Alaska Native - gender unk
ASD09M	0854-0859	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F	0860-0865	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U	0866-0871	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M	0872-0877	6	Grade 9 dropouts - Hispanic - male
HID09F	0878-0883	6	Grade 9 dropouts - Hispanic - female
HID09U	0884-0889	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M	0890-0895	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F	0896-0901	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U	0902-0907	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M	0908-0913	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F	0914-0919	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U	0920-0925	6	Grade 9 dropouts - White, not Hispanic - gender unknown
Grade 10 Dropouts			
TOTD10	0926-0931	6	Total Grade 10 dropouts
AMD10M	0932-0937	6	Grade 10 dropouts - American Indian/Alaska Native - male
AMD10F	0938-0943	6	Grade 10 dropouts - American Indian/Alaska Native - female
AMD10U	0944-0949	6	Grade 10 dropouts - American Indian/Alaska Native - gender unk
ASD10M	0950-0955	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F	0956-0961	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U	0962-0967	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M	0968-0973	6	Grade 10 dropouts - Hispanic - male
HID10F	0974-0979	6	Grade 10 dropouts - Hispanic - female
HID10U	0980-0985	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M	0986-0991	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F	0992-0997	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U	0998-1003	6	Grade 10 dropouts - Black, not Hispanic - gender unknown
WHD10M	1004-1009	6	Grade 10 dropouts - White, not Hispanic - male
WHD10F	1010-1015	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U	1016-1021	6	Grade 10 dropouts - White, not Hispanic - gender unknown
Grade 11 Dropouts			
TOTD11	1022-1027	6	Total Grade 11 dropouts
AMD11M	1028-1033	6	Grade 11 dropouts - American Indian/Alaska Native - male
AMD11F	1034-1039	6	Grade 11 dropouts - American Indian/Alaska Native - female
AMD11U	1040-1045	6	Grade 11 dropouts - American Indian/Alaska Native - gender unk
ASD11M	1046-1051	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F	1052-1057	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U	1058-1063	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M	1064-1069	6	Grade 11 dropouts - Hispanic - male
HID11F	1070-1075	6	Grade 11 dropouts - Hispanic - female
HID11U	1076-1081	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M	1082-1087	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F	1088-1093	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U	1094-1099	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M	1100-1105	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F	1106-1111	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U	1112-1117	6	Grade 11 dropouts - White, not Hispanic - gender unknown

Field Name	Field Position	Field Length	Description
Grade 12 Dropouts			
TOTD12	1118-1123	6	Total Grade 12 dropouts
AMD12M	1124-1129	6	Grade 12 dropouts - American Indian/Alaska Native - male
AMD12F	1130-1135	6	Grade 12 dropouts - American Indian/Alaska Native - female
AMD12U	1136-1141	6	Grade 12 dropouts - American Indian/Alaska Native - gender unk
ASD12M	1142-1147	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F	1148-1153	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U	1154-1159	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M	1160-1165	6	Grade 12 dropouts - Hispanic - male
HID12F	1166-1171	6	Grade 12 dropouts - Hispanic - female
HID12U	1172-1177	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M	1178-1183	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F	1184-1189	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U	1190-1195	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M	1196-1201	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F	1202-1207	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U	1208-1213	6	Grade 12 dropouts - White, not Hispanic - gender unknown

Appendix A-5: Single Field Format

This format allows you to import data field by field. The data must be in a Microsoft Access Database or in a text file. The data can be in more than one table or more than one text file. This file format can also be used for making corrections to data already imported. If you are making corrections or importing multiple tables or text files, select to append data instead of deleting the data.

State Agency ID (STID)	State School ID (SEASCH)- Leave this field blank for Agency data	Data Field Name (must use CCD field names)	Data Value	
Text field, Length = 14	Text field, Length = 20	Text field, Length = 8	Text field, Length = 60 (maximum length)	
Example of Agency data:				Comments
0000001		LEAID	9999999	Do not supply this record for BOUND = 3, 4, 7
0000001		NAME	AGENCY NUMBER 1	
0000001		PHONE	1234567890	
0000001		MSTREE	111 AGENCY DRIVE	
etc.				
Example of School data:				
0000001	8880001	LEAID	9999999	Do not supply this record for STATUS = 3, 4, 7
0000001	8880001	SCHNO	00001	Do not supply this record for STATUS = 3, 4, 7
0000001	8880001	LEANM	AGENCY NUMBER 1	
0000001	8880001	SCHNAM	SCHOOL NUMBER 1	
0000001	8880001	PHONE	1234567777	
0000001	8880001	MSTREE	111 SCHOOL DRIVE	
etc.				